

The
OHIO STATE UNIVERSITY
BULLETIN

VOLUME XXV

MAY 7, 1921

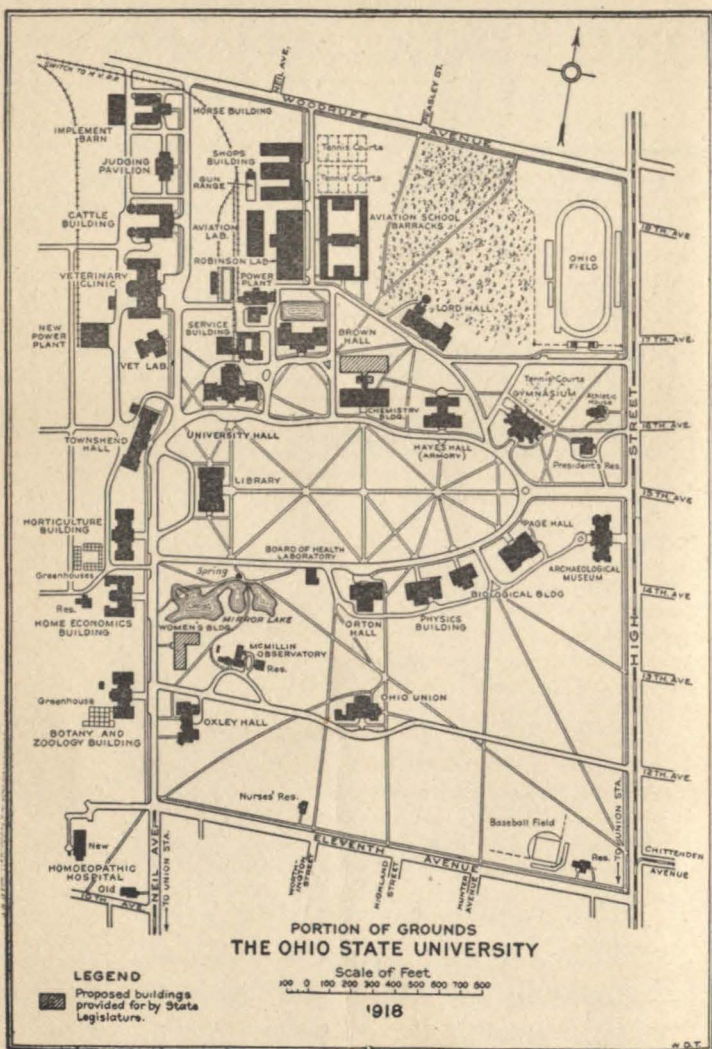
NUMBER 23

COLLEGE OF COMMERCE
AND JOURNALISM

1921-1922

PUBLISHED BY THE UNIVERSITY AT COLUMBUS

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UNIVERSITY CALENDAR

1921

- Summer Session, Monday, June 20 to Friday, August 12.
Entrance examinations, Tuesday to Saturday, 8 A. M., June 21 to 25.
Entrance examinations, Tuesday to Saturday, 8 A. M., September 6 to 10.
Physical examinations for all new students, Friday to Friday, September 16 to 23.
Registration Day—First Semester—Tuesday, September 20.
President's Annual Address, Wednesday, September 21, 11 A. M.
Intelligence tests for Freshmen in the Engineering College, Thursday and Friday, September 22 and 23, from 10 to 12 A. M.
Intelligence tests for all new students, Saturday, September 24.
Latest date for registration of candidates for a degree at the Commencement in June, 1922, October 1.
Registration Day, Short Courses in Agriculture—First Term—Tuesday, October 18.
Mid-semester reports to the Deans concerning delinquent students, Wednesday, November 9.
Thanksgiving recess begins November 23, 1 P. M., and ends November 29, 8 A. M.
Christmas recess begins Thursday, December 22, 6 P. M.

1922

- Christmas recess ends Tuesday, January 3, 8 A. M.
Registration Day, Short Courses in Agriculture—Second Term—Tuesday, January 3.
Final examinations, Wednesday, January 25 to Thursday, February 2.
Farmers' Week, Monday, January 30 to Friday, February 3.
First Semester ends Thursday, February 2, 6 P. M.

SECOND SEMESTER

- Registration Day—Second Semester—Tuesday, February 7.
University Day, Wednesday, February 22.
Close of Second Term, Short Courses in Agriculture, Friday, March 17.
Mid-semester reports to the Deans, Wednesday, April 5.
Easter recess, Thursday noon, April 13 to Tuesday, April 18, 8 A. M.
Competitive Drill—Cadet Regiment—Saturday, May 27.
Memorial Day, Tuesday, May 30.
Final examinations, Wednesday, May 31 to Thursday, June 8.
Commencement, Tuesday, June 13.
Summer Session, Monday, June 19 to Friday, August 11.
Entrance examinations, Tuesday, June 20 to Saturday, June 24, 8 A. M.

CALENDAR 1921

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Residence:	1981 Indianola Ave.—11252

COLLEGE OF COMMERCE AND JOURNALISM

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Secretary	FELIX E. HELD
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Residence:	1487 Perry St.—16208

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Instructor in Economics and Sociology

THE OHIO STATE UNIVERSITY

The Ohio State University, located in Columbus, is a part of the public educational facilities maintained by the State.

ORGANIZATION

For convenience of administration, the departments of the University are grouped into organizations called Colleges. The Ohio State University comprises a Graduate School and eleven Colleges, each under the administration of a Dean and College Faculty, as follows:

Graduate School	College of Education
College of Agriculture	College of Engineering
College of Arts, Philosophy and Science	College of Homoeopathic Medicine
College of Commerce and Journalism	College of Law
College of Dentistry	College of Medicine
	College of Pharmacy
	College of Veterinary Medicine

SUMMER SESSION

In addition to the above, there is a Summer Session under the supervision of a governing committee for the administration of the regular University courses offered in the summer.

Students who contemplate entering the College of Commerce and Journalism in the fall and who have completed the two years of college work required for entrance, but who have not included in their course the prerequisite elementary and fundamental courses mentioned on pages 23 and 24 may find it to their advantage to take this work during the Summer Session.

This Bulletin is devoted exclusively to the work of the College of Commerce and Journalism offered during the academic year beginning September, 1921.

[Note—The University publishes a bulletin descriptive of each college. Copies may be obtained by addressing the University Examiner, The Ohio State University, Columbus, Ohio, and stating the college in which the writer is interested.]

GENERAL STATEMENT

Courses of study designed to assist in the preparation of young men and women planning to enter the fields of Business Administration, Journalism, Public or Social Service have for some years been offered to students enrolled in the College of Arts, Philosophy and Science, but these courses have not been so coordinated and arranged as to indicate clearly their professional purpose. By the organization of a separate College of Commerce and Journalism proper emphasis can be placed upon the professional training afforded by such courses and a further expansion of this work can be secured by the addition of courses more numerous and more technical than would naturally be found in a college of liberal arts. For the coming year the College offers specialized training along the following lines, for each of which a two years' curriculum will be found on later pages of this Bulletin:

ACCOUNTANCY
BANKING AND FINANCE
INSURANCE
JOURNALISM
MANUFACTURES

MARKETING
FOREIGN COMMERCE
PUBLIC SERVICE
SOCIAL SERVICE
TRANSPORTATION

Students interested in a general business course will find the groups on Foreign Commerce or Marketing best suited to their needs.

BUSINESS ADMINISTRATION

Until within the last one or two decades, young men intending to engage in business enterprises have not expected to find in a college training anything which would have a direct bearing on their life's work, nor have the colleges and universities attempted to furnish a vocational training for business men. By college teachers, as well as by business men, it was assumed that only by commercial experience and by learning the details of some particular business could the training be secured which would lead to success. It must be admitted that this opinion is still held by many business men.

It is not pretended by those men who have come to believe in the possibilities of college training for business that this college training can be made a substitute for the technique and routine of any particular industry. The scientific spirit which has developed within the last century and which has invaded all fields of knowledge has, however, subjected modern industry to careful scrutiny and analysis and has shown that the actions of men in business as well as in their other activities are governed by general laws and that there is therefore underlying all businesses a body of fundamental principles which can be understood by those who are willing to give this subject their careful attention. Modern industrial organization can no more be understood without a knowledge of these underlying principles than can the laws of health be known without a knowledge of the anatomical structure and physiological processes of the human body. Furthermore, as industrial life has become more complex and has affected social welfare to a greater degree, it has been subjected to numerous commercial and governmental regulations which re-act upon industry and oftentimes condition its success. These regulations and their effects upon industry and trade can only be understood by one who has learned to dissociate himself for the time being from money-making and to take the governmental and social point of view. What at first seemed to be a needless and burdensome interference with industry is then seen to be a proper and needful precaution and oftentimes a protection to business men themselves against unrestrained and ruthless competition.

There are two classes of studies offered to those students who pursue one of the curricula arranged for those preparing to enter the field of business.

1. There are those courses dealing with principles and experience common to all businesses, such as the principles of economics, economic history, principles of accounting, advertising, industrial statistics, commercial law, money and currency, marketing and cooperation, economics and finance. In all these subjects is an abundant literature, of a practical as well as of a theoretical character, and the student needs only wise guidance to this literature and careful classroom instruction and, in some courses, laboratory practice.

2. There are those courses which give specialized training for particular lines of work. Such are the courses in accounting, auditing, banking and bank accounting, insurance, insurance mathematics and statistics, manufacturing organization and combinations, cost keeping, exporting and importing, foreign exchange, railway organization, and traffic management and rate making. These courses have only recently found their way into college curricula. The literature dealing with these subjects is to be found chiefly in trade papers and pamphlets and clearly shows that there is not entire agreement and uniformity of practice among business men operating in these fields. In these courses of study there is accordingly greater use made of lectures by business men, especially by those who are endeavoring to formulate principles and rules of organization and business procedure in their respective lines of industry. Students in these courses are required to visit under competent guidance typical business establishments and to prepare written reports embodying the results of their observations and study. To make possible even narrower specialization than that afforded by the lecture and laboratory courses, students in the Senior seminary in economics are encouraged to deal with the problems and organization of the particular industry or occupation or even the establishment which they expect to enter when they leave college.

JOURNALISM

College training of newspaper men, like preparation for business and for public and social service, is an educational development of the twentieth century. It too met opposition by those who believed that the only preparation for journalism was that to be gained in the newspaper office. Indeed, a certain older generation ridiculed any kind of a college man in newspaper work, a prejudice that only in the last few years has begun to disappear as college graduates in general and graduates in journalism in particular have proved themselves worthy of the education they received. When Joseph Pulitzer, accounted by many the greatest journalist of modern times, willed millions for the foundation of a school for newspaper men, he gave substantial evidence of his faith in general and special instruction of young men and women for the profession of journalism.

Today half a hundred colleges and universities in the country are teaching journalism, with the result that scarcely a newspaper office of importance has not students with such training in its employ.

Several years ago the Ohio State University recognized the demand for these courses, building them as rapidly as good sense and judgment permitted, until the important step was taken six years ago by which the Department of Journalism was made a part of the new College of Commerce and Journalism. A curriculum has been prepared combining technical and supporting courses that will afford the student an advantageous start in his profession. The purpose is to give him in the first place, a knowledge of certain fundamentals of news-gathering, writing, editing, and making up, and to add to these a study of the principles, ethics, and history of the profession and its great leaders; secondly, to furnish a foundation in history, political science, economics, sociology, psychology, philosophy, English and other languages, subjects of both cultural and practical value. No profession has need of a wider education or of higher ideals than journalism, and if the newspapers of the country are to measure up to their opportunities, they must command the services and enthusiasm of editors and reporters of education and ideals.

The literature on the subject of journalism is steadily increasing in volume and in value, both in book form and in trade publications, available for research and classroom work. Leading newspapers are on file for reference, comparison, and study.

An examination of the curriculum offered indicates the effort that has been made to provide a group of studies of broad educational value, so that the student who receives the degree of Bachelor of Science in Journalism has completed four years of college preparation for his profession.

PUBLIC SERVICE

The growing disposition to regard merit and fitness the sole acceptable criteria for the selection of the personnel of government in city, state, and nation makes it proper that the University offer a course specially designed to that end. The service of the public requires trained men and women, at least to as

great a degree as the pursuits of business and journalism or the practice of the professions. Furthermore, the University has special facilities in certain directions for the giving of just that training. Its situation in a large city, which is also the county seat and state capitol, gives opportunity for close observation of governmental processes, to some degree even practical participation therein, hence an automatic control upon theoretical research.

The wide variety of the services demanded by the public makes it impossible to prescribe one uniform course for all students in this field but a nucleus of essential courses is required with provision for the addition by the student, under advice, of the other courses peculiarly adapted to preparation for the special work in view. The professional purpose (of vocational education) justifies a higher degree of specialization than can be permitted in a course of liberal culture leading to the degree of Bachelor of Arts; and it will be possible for the student by purposeful choice of studies to spend approximately three-fourths of his college time upon courses in the political and social sciences, all more or less directly related to preparation for the service of the public.

SOCIAL SERVICE

The increasing number of young men and women who enter our colleges and universities with the intention of devoting their lives to the promotion of social welfare, shows clearly the necessity of making provision for training in philanthropic activities. Charity organization workers, residents of social settlements, officials in public and private institutions for the care of dependents and delinquents, public directors of play and recreation, directors of social surveys, and directors of welfare work in factories and stores, are among those who find that professional training in colleges and universities is indispensable. On account of increased specialization, social service, both public and private, demands as specific training as the ministry, the law, or medicine.

This service calls for a knowledge of the principles of social organization, the conditions which cause poverty and may lead

to dependency, the social and psychological factors involved in the training of youth, the methods of promoting thrift and independence among the laboring classes, the many experiments which have been made in the field of social legislation, and the relations between these various theories and activities. The opportunity of acquiring this equipment in social theory and technique is offered by the College of Commerce and Journalism.

GENERAL INFORMATION

RESERVE OFFICERS' TRAINING CORPS

Under the Defense Act of June 3rd, 1916, there was established at the Ohio State University a Reserve Officers' Training Corps to which all students are eligible who have completed the requirements in Military Science for the first and second years. Students entering the Reserve Officers' Training Corps are required to complete a practical and theoretical course in Military Science extending through the Junior and Senior years of residence. Instruction is given in Infantry, Field Artillery, and Veterinary.

The advanced courses are elective for Juniors and Seniors. Students completing the advanced course when recommended by the Commandant and the President of the University, are granted a commission as Second Lieutenant in the Officers' Reserve Corps by appointment from the President of the United States. No student is eligible for the advanced course until he has satisfactorily completed the basic course or its equivalent.

The allowance made by the War Department is nearly sufficient to pay for the cadet uniform. This University has adopted its own style of uniform. Students taking advanced courses in Military Science also receive fifty-three cents a day payable quarterly.

The appointment of the cadet officers is made usually from those who have served in the Military Department at least one year and as a reward for excellence in their work. No compensation is paid to officers who are completing their first two years of service in the Military Department, the only exception being those who have had the equivalent of the required two years in service elsewhere. The compensation awarded at the end of each year of satisfactory service is thirty dollars for lieutenants, forty dollars for captains, and proportional sums for officers of higher rank.

Service in the band is credited as military service, the positions being assigned after competitive try-out. Members of the band who have completed two years of service in the Military

Department or its equivalent are paid at the rate of twenty dollars a year and receive instruction during the four winter months from a competent band master.

WOMEN STUDENTS

The Ohio State University is open to women students upon the same conditions and by the same methods of registration offered to men students. Within twenty-four hours after formal registration, every young woman must also register with the Dean of Women at her office in the Home Economics Building.

LIVING ARRANGEMENTS FOR WOMEN

It is recommended that women students arrange for a regular boarding place and be dependent neither upon the restaurants in the vicinity nor upon the cooking of their own meals. A list of approved houses for women with some indication of the character and price of rooms may be obtained from the Dean of Women. This is a list of houses where only women are taken as roomers and where a parlor is available for callers. As renting a room by mail is not satisfactory, the University would advise either a preliminary visit to the City for that purpose or arrival a day or two before registration. There should always be a definite understanding with the householder as to rates, times of payment, vacation charges, the period for which the room is engaged, and the privileges and rules of the house. Whenever a room not on the approved list is desired or whenever removal is contemplated, the Dean of Women should be communicated with and her approval obtained before engaging rooms.

Prospective women students should address Miss Elisabeth Conrad, Dean of Women, The Ohio State University, Columbus, Ohio.

DORMITORIES FOR WOMEN

Oxley Hall, the hall of residence for women, accommodates seventy-two students. The hall contains suites, single and double rooms, with a students' sitting-room, dining-room, parlor, sun parlor, and laundry, this latter for the use of the students two days a week. The hall is governed by student government

with the advice and supervision of the House Superintendent. For particulars, including rates, address House Superintendent, Oxley Hall, Columbus, Ohio.

St. Hilda's Hall has been provided for the women students of the Episcopal Church under the government of the bishops of Ohio, with a local house committee, consisting of church women identified with the University. For information, address Superintendent of St. Hilda's Hall, 169 W. 11th Avenue, Columbus, Ohio.

South Hall, a residence for women, accommodates sixty-six students. For information, address Superintendent of South Hall, 196 W. 10th Avenue, Columbus, Ohio.

GRADUATE ASSISTANTSHIPS

To encourage graduates of this University, and of other similar and approved institutions, especially those in Ohio, to continue their studies and to undertake advanced work leading to the higher degrees, the University has established assistantships in several departments. These demand from one-quarter to one-half of the time of the student for laboratory and other similar assistance—as far as possible along the line of his major subject. The remainder of his time is given to graduate work. The assistantships pay from \$250 to \$500 for the academic year and in addition all fees are remitted, except the matriculation fee and a diploma fee for those students who receive degrees. At present there are such assistantships in the Departments of Agricultural Chemistry, American History, Bacteriology, Botany, Chemistry, Economics, English, Geology, German, Mathematics, Physics, Psychology, Romance Languages, Zoology, and a few others in technical and professional colleges. Appointments to all assistantships are made annually in April or May for the following year. Students desiring such appointments can obtain application blanks by addressing the Dean of the Graduate School. Applications must be filed not later than March 1st.

SCHOLARSHIPS AND FELLOWSHIPS

In addition to the graduate assistantships, a limited number of scholarships and fellowships have also been established. The scholarships are open to students having a baccalaureate degree

from an approved institution, and have a value of \$250 with exemption from all fixed fees except the matriculation fee. The fellowships on the other hand are open only to students who have at least the Master's degree or its equivalent, and have a value of \$500 with like exemption from all fixed fees except the matriculation fee. Scholars and fellows are selected on a basis of merit and must devote all of their time to graduate work. Candidates for these positions should file their applications not later than March 1st. Application blanks may be obtained by addressing the Dean of the Graduate School.

LIBRARIES

In the City of Columbus there are five important libraries as follows: The University Library, 215,000 volumes, including the Law Library; the State Library, 235,218 volumes; the Public School Library, 87,000 volumes; the City or Carnegie Library, 115,000 volumes; and the Law Library of the Supreme Court, 42,000 volumes.

The University has several departmental libraries, the most important of which to the student in this College is the special library in Economics, which has as its nucleus the private library of the late Professor Frederick C. Clark, supplemented by purchases and gifts from other sources. This library has been endowed by Mrs. Clark with a gift of \$2,000, the interest of which is used for the purchase of books in Economics. It contains nearly 1,500 volumes, consisting of both English and German works. Public documents including practically all of the Federal, State, and Municipal reports come to the University Library. A large list of technical and trade journals of special interest to other students but especially valuable to those in this College, is to be found in the University Library. The State Library contains files of many valuable newspapers, complete sets of many magazines, and many books not found in the University Library. The Law Library of the Supreme Court is especially worthy of mention for its complete reports of the various states, which are invaluable to the student for investigative purposes.

TRIPS

Trips are planned each year for the students in the courses in Business Administration and Social Service. Students in the

practical courses in Sociology visit each year all the state and local penal, charitable, and philanthropic institutions in Franklin County, and also make trips to the Girls' Industrial Home at Delaware, the Boys' Industrial School at Lancaster, the Ohio State Reformatory at Mansfield, and the Women's Reformatory at Marysville. At these institutions officials familiar with the work give informal lectures on the nature, methods, and aims of the institutions. Students in Business Administration visit manufacturing plants in Columbus and other cities, and some of the banking houses. Similar trips are made by students in Journalism to newspaper offices. In each instance, men connected with the plants give brief addresses on the industrial processes or the methods of organization of the establishment. It will be the aim of the College in the future to extend the scope of this kind of work, and to make it a definite part of the student's training.

BUSINESS POSITIONS

Although the College does not guarantee its graduates positions upon graduation, the instructors frequently receive requests from employers for men trained in their respective lines, and the College authorities are always glad to respond to such calls. The College solicits such applications from employers and on its part promises to recommend its graduates only when convinced that they possess the qualifications desired by employers who apply. The College makes no charge for its service. Application should be made to the Dean of the College of Commerce and Journalism, The Ohio State University, Columbus, Ohio.

FEES AND EXPENSES

GENERAL CHARGES

All University fees must be paid at the opening of each semester as a condition of admission to classes. Registration is not complete until all fees have been paid. No student will have any privileges in the classes or laboratories until all fees and deposits are paid.

Since all fees are due and payable as a part of the student's registration, no person should come to the University for registration without money sufficient to cover all of his fees and deposits.

Matriculation Fee. Every student upon his first admission to the University is required to pay a matriculation fee of \$10.00. This fee is paid but once, and is in addition to other University fees and entitles the student to the privileges of membership in the University.

Non-Resident Fee. Every undergraduate student who is not a legal resident of the State of Ohio is required to pay a non-resident fee of \$50.00 each semester of his residence in the University in addition to other University fees. The burden of registering under proper residence is placed upon the student. If there is any possible question of his right to legal residence the matter should be brought to the attention of the Registrar and passed upon, previous to registration or the payment of fees. Any student who registers improperly under this rule shall be required to pay not only the non-resident fee but shall be assessed a penalty of \$10.00.

No person shall be considered eligible to register in the University as a resident of the State of Ohio unless he has resided in the State twelve months next preceding the date of his proposed enrollment; and no person shall be considered to have gained a residence in this State for the purpose of registering in the University while he is a student in the University.

The residence of minors shall follow that of the legal guardian.

The residence of wives shall follow that of husbands.

Aliens who have taken out first citizenship papers and who have been residents of Ohio for twelve months next preceding the date of their enrollment in the University, shall be regarded as eligible for registration as residents of Ohio.

Incidental Fee. The fee for all students is \$20.00 a semester.

Former students who do not pay this fee until the third day of the first semester, and the second day of the second semester, must pay one dollar additional. For each day of delinquency thereafter fifty cents is added.

Laboratory Deposit. Students are required to pay for all materials consumed in laboratory work. To meet the cost of these materials a deposit ranging from two to fifteen dollars for each course requiring such supplies is made at the Bursar's office before the work is begun. All laboratory supplies are sold at the General Store Room, Chemistry Building, to students at cost to the University, and charged against the deposit. Any unused part of the deposit is refunded at the end of the semester.

OTHER EXPENSES

Locker Fee. The gymnasium is free to all students, but those desiring to use a locker are charged a fee of two dollars a semester, which includes the rental of towels

The Ohio Union. A fee of one dollar a semester is paid by all male students at registration. This entitles the student to all privileges of the Union, consistent with the Constitution and House Rules governing it.

Graduation Fee. A fee of five dollars, to cover expense of graduation and diploma, is required of each person receiving one of the ordinary degrees from the University, and this fee must be paid on or before the last Wednesday preceding Commencement. A like fee of ten dollars is charged each person receiving one of the higher graduate degrees.

Rooms and Board. Furnished rooms accommodating two students, can be rented at one dollar and a half to two dollars a week for each student. Board at the restaurants and boarding clubs near the University costs six and a half to eight dollars a week. The Ohio Union Commons offers board at reasonable

rates. Board with furnished rooms can be obtained in private families at rates varying around ten dollars a week.

Textbooks. Students should not purchase textbooks until they are advised by the instructors of their respective classes.

COST OF A YEAR'S WORK

One of the most perplexing questions that confronts a prospective student is what the course is going to cost him a year.

In order to furnish information, we have listed below an estimate of the average payments required by the University and have estimated the cost for room and boarding at a safe price. These two items are sometimes reduced slightly where two students occupy the same room and where boarding clubs are economically managed. Fees to the University are paid one-half at the beginning of each semester.

Matriculation fee	\$ 10 00
Incidental fee	40 00
Ohio Union	2 00
Books	30 00
Board—36 weeks at \$8.00 a week.....	288 00
Room rent, at \$15.00 a month.....	135 00
General expenses	100 00
	<hr/>
	\$605 00

The item of *general expenses* is always subject to the personal habits of the individual, and varies according to the degree of economy exercised.

Note—In order to meet all the necessary expenses of registration, books, and other expenditures incident to securing a room and board, a student should come prepared to expend from \$75.00 to \$100.00 during the first ten days of a semester. After that period, his board and room rent will constitute the major part of his expenses.

ADMISSION

The College is open on equal terms to both sexes.

THE ENTRANCE BOARD

The admission of students is in charge of the University Entrance Board which determines the credits that shall be issued on all entrance examinations and certificates, and furnishes all desired information to applicants. Correspondence relating to admission should be addressed to the University Examiner, The Ohio State University, Columbus.

REQUIREMENTS

Admission to this College as a candidate for a degree is open to any person who has completed satisfactorily two full years of work in any college of the Ohio State University, or the equivalent amount of work in any college or university of approved standing.* Many of the courses offered in this College have as prerequisites one or more of the elementary or fundamental courses in American history, economics, journalism, political science, psychology, or sociology mentioned on the following page. Applicants who are admitted to the College without these prerequisites must complete them satisfactorily before they can be granted admission to such advanced courses.

SPECIAL STUDENTS OF MATURE YEARS

A person of mature years who is unable to meet the entrance requirements in all respects, under certain circumstances may be permitted to matriculate for specified courses for which he can demonstrate adequate qualifications. An applicant under twenty-three years of age will not be considered. Inquiry concerning such admission should be addressed to the Entrance Board, and to receive consideration must reach the Board not less than ten days in advance of the opening of the semester.

*Note—In general, sixty semester hours is interpreted as the minimum for two years of academic work. In exceptional cases, a slight concession may be made by the joint action of the Entrance Board and the Executive Committee of the College.

REQUIREMENTS FOR GRADUATION

The degree of Bachelor of Science in the appropriate group (Business Administration, Social Service, Public Service, or Journalism) will be granted upon the satisfactory completion of the following requirements:

1. Two full years of work in any college of the Ohio State University, or the equivalent amount of work in any college or University of approved standing. This work must include the following elementary and fundamental courses:

- (a) In the Business Administration group, comprising the curricula in Accounting, Banking and Finance, Foreign Commerce, Insurance, Manufactures, Marketing, and Transportation:

Economics 101-102, Principles of Economics

***Economics 139-140, Elements of Accounting

Economics 132-133, for Foreign Commerce and Marketing

- (b) In the Curricula in Social Service:

Sociology 101-102, Principles of Sociology

**Economics 101-102, Principles of Economics

Psychology 101-102, Elementary Psychology

Political Science 101-102, Government in the United States

- (c) In the Curriculum in Public Service:

Political Science 101-102, Government in the United States

Economics 101-102, Principles of Economics

**Sociology 101-102, Principles of Sociology

American History 101-102, History of the United States

*Mathematics 121-122, College Algebra and Trigonometry

*Civil Engineering 101-101a, Land Surveying, Field Practice

*Students anticipating the election of technical branches of the Public Service should take Mathematics 121-122 and Civil Engineering 101-101a during the first two years.

**May be taken in the Junior year.

***May be taken in the Junior year in the Marketing or Foreign Commerce groups.

†Bibliography 105-106, Bibliography for the Social Sciences

(d) In the Curriculum in Journalism:

Journalism 101-102, News-collecting and News-writing

**Economics 101-102, Principles of Economics

American History 101-102, History of the United States

Political Science 101-102, Government in the United States

2. At least 64 credit hours of additional work, including the courses listed in some one of the outlined curricula.

CREDIT FOR WORK IN RESERVE OFFICERS' TRAINING CORPS

For students who complete the curriculum of the Reserve Officers' Training Corps (as defined in General Orders No. 49 or as may be amended in the future by the War Department), the total number of hours required for graduation in the College of Commerce and Journalism is 116 (instead of 124) semester hours, in addition to the work in military science and physical education. The required courses in the various groups must be taken. Credit given to students completing the curriculum of the Reserve Officers' Training Corps is to be counted as elective.

**May be taken in the Junior year.

†All students should elect Bibliography 105 during some one semester of the first three years of the course.

CURRICULA

COMBINATION ARTS-BUSINESS ADMINISTRATION

TWO DEGREES

Students who have received credit for one hundred and fifty-four hours, exclusive of the requirement in military science and physical education, and who have met all requirements of the College of Arts, Philosophy and Science for the degree of Bachelor of Arts, and who have met all the requirements of the College of Commerce and Journalism for the degree of Bachelor of Science, will be granted both degrees. Applicants for both degrees must register in both colleges.

ACCOUNTANCY

The profession of Accountancy has become recognized as one of exacting requirements. The success of an accountant depends not merely upon his knowledge of bookkeeping technique, but upon his ability to coordinate his records with those of the operating departments of a business. This group includes courses of study which are expected to furnish the necessary foundation in Accountancy that will enable graduates to maintain themselves while gaining their professional experience.

In Ohio, applicants for the degree of Certified Public Accountant are examined in the subjects of theory of accounts, practical accounting, auditing and business law. The very high standard maintained by the Ohio State Board of Accountancy in granting the degree demands that students in this group assume a professional attitude toward their classroom work.

Supporting courses in economics and business management are included in the accompanying curriculum as well as the more technical courses in general accounting, cost accounting and auditing. The whole course is designed to develop in prospective accountants the ability to see problems of Accounting in all their relations and to suggest the proper solutions.

ACCOUNTANCY*For Requirements of the First and Second Years See Pages 23 and 24***THIRD YEAR**

FIRST SEMESTER		SECOND SEMESTER	
Economics	(191) 3	Economics	(192) 3
Principles of Accounting		Principles of Accounting	
Economics	(189) 2	Economics	(172) 3
Corporation Reports		Cost Accounting	
Mathematics	(129) 3	Mathematics	(136) 3
Mathematics of Finance and Insurance		Mathematics of Finance and Insurance	
Economics	(141) 2	Economics	(163) 3
Public Finance		Corporation Economics	
*Approved Electives	6 to 8	*Approved Electives	4 to 6

FOURTH YEAR

Economics	(193) 4	Economics	(194) 4
Theory and Practice of Accounting		Theory and Practice of Accounting	
Economics	(149) 3	Economics	(150) 3
Business Law		Business Law	
Economics	(129) 2	Economics	(106) 2
Income Tax Accounting		Municipal Finance and Accounts	
Economics	(174) 3	Economics	(190) 2
Auditing		Bank Accounting and Auditing	
*Approved Electives	4 to 6	*Approved Electives	5 to 7

*Electives must be approved by the Executive Committee.

BANKING AND FINANCE

It is the primary purpose of the curriculum in Banking and Finance to afford training suited to the needs of students who plan to engage in commercial or investment banking stock or note brokerage, or to enter public service along financial lines. With a proper choice of electives, the group will also meet the requirements of those who recognize the growing importance of the financial side of business and desire to be specially equipped for this phase of their work in manufacturing and merchandising.

Experience will always be the indispensable teacher of the practical details of business, but it can scarcely give a broad view of the relation of banking institutions to other forms of business and to the public. It is one of the chief functions of business education to supply the breadth of view which is es-

sential to the complete mastery of a business. The present is peculiarly a time when trained insight into the broader aspects of financial affairs is needful to the young man entering upon such pursuits. Our financial practices are undergoing alterations and adjustments to new conditions in our banking organization resulting from the establishment of the Federal Reserve System, and as foreign trade develops bankers in at least the larger cities will require a more detailed knowledge of foreign exchange, foreign investments and foreign banking. The courses of study here listed provide the basis for an understanding and appreciation of these new conditions and of the resulting adjustments which the limited outlook possible to one engaged in the daily routine of work cannot alone afford.

Students who expect to be associated with banks doing a foreign business should devote considerable time to the study of foreign languages, especially German and Spanish.

BANKING AND FINANCE

For Requirements of the First and Second Years See Pages 23 and 24

THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
Economics	(147) 2	Economics	(148) 2
Financial History of the United States		Financial History of the United States	
Economics	(141) 2	Economics	(144) 2
Public Finance		Problems of Taxation	
Economics	(191) 3	Economics	(163) 3
Principles of Accounting		Corporation Economics	
Economics	(149) 3	Economics	(150) 3
Business Law		Business Law	
*Approved Electives	6 to 8	*Approved Electives	6 to 8

FOURTH YEAR

Economics	(153) 3	Economics	(154) 3
Money and Credit		Banking and Foreign Exchange	
Economics	(189) 2	Economics	(190) 2
Corporation Reports		Bank Accounting and Auditing	
Economics	(127) 2	Economics	(128) 2
Stock Exchange and Speculation		Investments	
Economics	(177) 3	Economics	(178) 3
Economic Statistics		Business Statistics	
*Approved Electives	6 to 8	Economics	(186) 3
		Marketing	
		*Approved Electives	3 to 5

*Electives must be approved by the Executive Committee.

FOREIGN COMMERCE

One of the results of the Great War has been the increased importance everywhere attached to foreign affairs and especially to foreign commerce. There is hardly an American business enterprise of considerable size which is not affected in important ways by world trade.

Specialized training in the technique of foreign trade is becoming more essential every year. The character of our exports is changing; they used to be mainly raw products, staples having an easy market; they are now coming more and more to include manufactures for which markets have to be found and developed. Export commission houses do a large part of the work in this field. Many manufacturing concerns have export departments, with foreign salesmen and sometimes foreign agencies. Export trade journals have developed. Our import trade is also expanding; to conduct it properly requires a knowledge of its methods and usages. Besides the technical knowledge of exporting and importing procedure, and of advertising, selling and marketing methods needed by the student who expects to take up work connected with foreign trade, either from its exporting from its importing side, this group of courses offers him the training in geography and commerce which aims to give him such a knowledge of the people, resources, and industries of foreign countries as will show him the relative importance of various countries in world commerce and enable him to determine the sources of supplies actual and potential and to analyze existing and prospective market possibilities.

The Federal Bureau of Foreign and Domestic Commerce is employing many commercial agents for investigation abroad and at home. The Consular Service, now that appointment and promotion are more largely based upon merit, offers a field for trained men. The rapid expansion of our foreign banking connections in the form of foreign branches, the interest of chambers of commerce in foreign trade and the rapid growth of our export and import trade are creating banking, secretarial and commercial opportunities for trained men. Thus many attractive positions are continually opening both at home and abroad.

Students desiring to specialize in the phases of foreign trade which will take them abroad should pursue the study of foreign languages throughout the four years of their college course. To such students a five-year course of study will be found highly valuable.

FOREIGN COMMERCE

For Requirements of the First and Second Years See Pages 23 and 24

THIRD YEAR

FIRST SEMESTER

Economics	(159)	3
Geography and History of Commerce		
Economics	(122)	3
Economic and Social Geography of Europe		
Economics	(185)	3
Marketing		
*Approved Electives	7 to 9	

SECOND SEMESTER

Economics	(123)	3
World Industries and Commerce		
Economics	(154)	3
Banking and Foreign Exchange		
Economics	(184)	3
Geography and Commerce of the United States		
Economics	(180)	3
Marketing		
*Approved Electives	4 to 6	

FOURTH YEAR

Economics	(161)	3
Exporting and Importing		
Economics	(149)	3
Business Law		
Economics	(109)	3
Principles of Salesmanship		
Economics	(103)	2
Geography and Resources of South America		
*Approved Electives	5 to 7	

Economics	(162)	3
Exporting and Importing		
Economics	(150)	3
Business Law		
Economics	(175)	3
Principles of Advertising		
*Approved Electives	7 to 9	

*Electives must be approved by the Executive Committee and two years of some one foreign language must be included in the four years' work.

INSURANCE

Insurance in all its phases is now considered a necessity, because it is the most dependable means which has been evolved for the elimination of risk. The wider use of insurance has been made possible by placing the business on a scientific basis and

conducting it more on the plane of a profession. With this development of insurance has arisen the need of special training for men intending to enter this field. There is an increasing tendency on the part of life insurance companies to select men who have had a college education and they further discriminate in favor of those who have specialized in insurance.

The Insurance group is intended to meet the needs of three classes of persons:

1. Those expecting to become life insurance salesmen. The study of the history and theory of life insurance combined with special lectures by persons engaged in insurance. The Columbus Life Underwriters Association cooperates with the College in this part of the course. Through its assistance prominent men in insurance are secured from other cities. Through the cooperation of the State Insurance Department, the students have an opportunity to study the problems which arise in connection with public supervision of insurance companies.

2. Those who expect to engage in actuarial work. The increase during the last few years of the number of life insurance companies, until now there are more than 250 in the United States and Canada, is creating a large demand for technically trained men for actuarial work.

Beginning with the course in Mathematics of Finance and extending to the Advanced Actuarial Theory, the curriculum provides for five semesters in strictly actuarial work. The courses in Graphical and Statistical Methods, Theory of Probability, and Insurance Statistics are scarcely less important to the student looking forward to actuarial pursuits. Some attention is given also to pension systems and to workmen's compensation and other forms of social insurance.

3. Those interested in property and miscellaneous insurance. The same method of combining the theoretical and the practical that is employed for the students interested in life insurance is carried out for this group. In this connection the work of the Ohio Inspection Bureau in the study of property insurance rates is utilized.

INSURANCE

For Requirements of the First and Second Years See Pages 23 and 24

THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
Economics(157)	2	Economics(158)	2
Life Insurance		Property Insurance	
Economics(149)	3	Economics(150)	3
Business Law		Business Law	
Economics(189)	2	Economics(163)	3
Corporation Reports		Corporation Economics	
Mathematics(129)	3	Mathematics(130)	3
Mathematics of Finance and Insurance		Mathematics of Finance and Insurance	
or		or	
Mathematics(183)	2	Mathematics(184)	2
Actuarial Theory		Actuarial Theory	
*Approved Electives6 to 8		*Approved Electives5 to 7	

FOURTH YEAR

Economics(177)	3	Economics(178)	3
Economic Statistics		Business Statistics	
Economics(109)	3	**Economics(112)	2
Principles of Salesmanship		Insurance Agency Organization and Methods	
Mathematics(187)	3	Economics(128)	2
Advanced Actuarial Theory		Investments	
or		Mathematics(190)	2
Mathematics(183)	2	Insurance Statistics	
Actuarial Theory		Mathematics(184)	2
*Approved Electives7 to 9		Actuarial Theory	
		or	
		Law 2	
		Agency	
		*Approved Electives5 to 7	

*Electives must be approved by the Executive Committee.

**Not given in 1921-1922.

MANUFACTURES

The subject of industrial organization and management has offered a fruitful field of scientific inquiry in recent years. In large part these studies have been made by industrial engineers, but it has not been improvement in the manufacturing processes as such, but rather the advance in systemization and adminis-

tration of modern factories which has excited the interest of students of factory management. The literature on this subject is a growing one and the principles underlying industrial organization therein set forth are properly made the subject of college instruction.

The field of manufacturing deserves study, however, not only because of changes in the internal organization of industries but because of improvements in the methods of marketing goods. The widening of the markets due to improvements in transportation and to the entrance of American manufactures into foreign fields has sharpened competition and increased the necessity of a broader knowledge by manufacturers of trade conditions. The courses included in the curriculum in Manufactures therefore provide for instruction in the marketing of manufactured goods and the sources of raw materials as well as in factory management and cost accounting. Furthermore, the courses dealing with labor and industrial hygiene emphasize the relations between the manufacturer and his employees, a subject which in these days no industrial manager can afford to neglect.

Students who contemplate taking the course in Manufactures when they enter upon their college work, and who know at the outset the industry in which they expect to engage, should elect the study of that natural science which is most immediately connected with the industry in question, and should continue the study of such science throughout their four years in college. An opportunity to do this is afforded by the elective studies in the curriculum. In this connection attention is directed to courses in industrial chemistry, economic geology, strength of materials, electrical transmission and distribution, tools and machines, shop building, fuel, iron and steel, wools, lumbering, and forestry utilization—described in the Bulletins of the Colleges of Engineering and Agriculture.

Columbus is an important manufacturing center and there is a variety of industries. Classroom instruction is supplemented by visits of inspection to local plants, and a tour of inspection is arranged each year covering industries in other cities within a radius of three hundred miles. Lectures are given to the students by men engaged in manufacturing; some of these lectures are given at the University, others are given at the time the visits of inspection are made.

MANUFACTURES*For Requirements of the First and Second Years See Pages 23 and 24***THIRD YEAR**

FIRST SEMESTER		SECOND SEMESTER	
Economics	(191) 3	Economics	(172) 3
Principles of Accounting		Cost Accounting	
Economics	(167) 3	Economics	(183) 3
Transportation Economics		Industrial Combinations and Monopolies	
Economics	(163) 3	Economics	(188) 2
Corporation Economics		Railway Traffic Management	
Engineering Drawing	(145) 2	Public Health	(122) 2
Industrial Drawing and Slide Rule		Industrial Hygiene or	
Economics	(149) 3	Psychology	(127) 2
Business Law		Industrial Psychology	
*Approved Electives	2 to 4	Economics	(150) 3
		Business Law	
		*Approved Electives	3 to 5

FOURTH YEAR

Economics	(107) 3	Economics	(108) 3
Factory Organization and Management		Factory Organization and Management	
Economics	(113) 3	Economics	(186) 3
Office Organization and Management		Marketing	
Economics	(114) 2	Economics	(123) 3
Business Communication		World Industries and Commerce	
Economics	(177) 3	Economics	(178) 3
Economic Statistics		Business Statistics	
Economics	(165) 3	Economics	(166) 3
Labor Legislation		Industrial Relations	
*Approved Electives	2 to 4	*Approved Electives	1 to 3

*Electives must be approved by the Executive Committee.

MARKETING

There is no single profession of salesmanship; but there is a great demand for men who know how goods are marketed and who have the ability to sell goods. This demand comes from a variety of sources, such as wholesale and retail stores, selling agencies, commission houses and brokerage firms, the sales departments of manufacturing concerns, the advertising departments of newspapers, magazines, and trade journals, and the various departments of general advertising agencies. Produce exchanges require men of specialized training. A knowledge of marketing is also demanded of secretaries and other employees of chambers of commerce, boards of trade, and commercial and

trade associations. There are also positions in the service of the Federal Government, as in the Department of Commerce, the Federal Trade Commission and the Department of Agriculture, which require men who know the technique of marketing.

It is the purpose of this group of courses on Marketing to prepare men for positions in the above named occupations. A training in English, natural science, social science, and other general subjects is assumed of students entering this College. Specialized courses then follow, dealing with commercial practices and business usage, with marketing, corporation reports, commercial correspondence, wholesale and retail organization and administration, and exporting and importing from a technical point of view. Most of these courses include lectures by business men from Columbus and other cities, and an opportunity is afforded to hear business men discuss their own mercantile problems.

MARKETING

For Requirements of the First and Second Years See Pages 23 and 24

THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
Economics	(122) 3	Economics	(184) 3
Economic and Social Geography of Europe		Geography and Commerce of the United States	
Economics	(149) 3	Economics	(150) 3
Business Law		Business Law	
Economics	(153) 3	Economics	(154) 3
Money and Credit		Banking and Foreign Exchange	
Economics	(163) 3	Economics	(167) 3
Corporation Economics		Transportation Economics	
*Approved Electives	4 to 6	**Approved Electives	4 to 6

FOURTH YEAR

Economics	(185) 3	Economics	(186) 3
Marketing		Marketing	
Economics	(109) 3	Economics	(110) 2
Principles of Salesmanship		Wholesaling and Retailing	
Economics	(159) 3	Economics	(175) 3
Geography and History of Commerce		Principles of Advertising	
Economics	(189) 2	***Approved Electives	8 to 10
Corporation Reports			
Economics	(114) 2		
Business Communication			
**Approved Electives	3 to 5		

*Electives must be approved by the Executive Committee.

**During some semester of the course Bibliography 105 must be taken.

***Psychology of Advertising should be taken as an elective.

PUBLIC SERVICE

The courses named in the outlined curricula on the next two pages are to be regarded only as the essential minimum, to be supplemented by others chosen under advice with special reference to the purpose of the individual student in his preparation for the public service.

The course in Municipal Administration is planned to give a general preparation for the direction of municipal work rather than the precise technical fitness for the actual performance of any one portion of it. It combines the classroom instruction with research and practical work in the special fields and places emphasis upon experience gained in the solution of assigned problems.

There is a wide and growing variety of openings in the public service. Positions of city manager, department administrator, civic secretary, secretary of chamber of commerce, director of bureau of municipal research, and specialists in municipal fields are increasing in number and importance and offer inducements to the student to plan his university course as a background for an executive career.

The University Bureau of Governmental Research with its various activities, the State Legislative Reference Bureau and the Ohio Institute of Public Efficiency, are constantly making researches into problems arising in the public service of city and state administrations, and offer to the student opportunities for observation and practice.

The preparation for municipal administration would require a foundation in engineering subjects liberally supplemented by political science, sociology and economics. That for the diplomatic service would require special emphasis upon the foreign languages, ability to speak as well as read French, German and Spanish; also modern history and international law. For the consular service and secretarial work the same is true to a less extent, but here there must be added a familiarity with economic theory and practice, finance and accounting, markets, corporations, statistics, labor transportation, commerce and trade.

MUNICIPAL ADMINISTRATION

For Requirements of the First and Second Years See Pages 23 and 24

THIRD YEAR

FIRST SEMESTER

Political Science	(106)	3
Municipal Government		
Political Science	(117)	2
Proseminary		
Political Science	(151)	2
Methods of Governmental Research		
Economics	(139)	3
Elements of Accounting		
Economics	(105)	2
Public Utilities		

SECOND SEMESTER

Political Science	(130)	3
Municipal Functions		
Political Science	(118)	2
Proseminary		
Political Science	(152)	2
Methods of Governmental Research		
Economics	(140)	3
Elements of Accounting		

*SUGGESTED ELECTIVES

Civil Engineering	(109)	3
Sanitary Engineering		
Civil Engineering	(115)	3
Masonry Construction		
Public Health	(101)	2
Public Health Administration		
Civil Engineering	(106)	3
Roads and Pavements		
Civil Engineering	(116)	3
Masonry Structures and Contracts		
Bacteriology	(114)	2 to 5
Water Examination, Sewage Disposal, Water Filtration		

FOURTH YEAR

Political Science	(131)	3
State Government		
Economics	(141)	2
Public Finance		
Sociology	(133)	3
Municipal Sociology		
Political Science	(132)	3
State Functions		
Economics	(144)	2
Problems of Taxation		
Economics	(106)	2
Municipal Accounts		

*SUGGESTED ELECTIVES

Political Science	(201)	2
Research in Political Science		
Civil Engineering	(139)	3
Municipal Engineering		
Electrical Engineering	(117)	2
Electric Illumination		
Horticulture	(173)	3
Civic Design		
Public Health	(207)	2
Demography		
Public Health	(211)	3
Public Health Engineering		
Political Science	(202)	2
Research in Political Science		
Civil Engineering	(117)	3
Water Supply		
Civil Engineering	(140)	3
Sanitary and Water Supply Design		
Horticulture	(174)	3
Civic Design		
Chemistry	(176)	3
Water Analysis		
Public Health	(212)	3
Public Health Engineering		

*Electives must be approved by the Executive Committee.

SOCIAL SERVICE

Social work has come to play a most vital part in the life of modern communities. It comprises a variety of vocations which together constitute a distinct profession. The methods, technique, and qualifications of these vocations differ in detail, but the spirit, the method of approach and the fundamental training required, are the same for all. The profession is a field of life work comparable with that of any of the other professions.

On the opposite page is given the required work for the third year for all those who are candidates for the degree of Bachelor of Science in Social Service. A fourth year's work is planned in each of the following fields: family and child welfare, penology, recreation, community work, Americanization, and industry. The student should register in the summer term between his Junior and Senior years for the course in field work for which he will receive eight hours credit. His field work will be conducted under the joint supervision of a member of the instructional staff of the College and the organization or agency with which he works. In exceptional instances the field work course may be taken in either semester of the Senior year.

Columbus has special advantages as a laboratory for students in training for social work. The following state supervisory boards and institutions are located in Columbus: The Board of Administration with its Bureau of Juvenile Research, the Board of Charities, the Department of Health, the School for the Blind, the School for the Deaf, the Institution for the Feeble-Minded, the Columbus Hospital for the Insane and the Penitentiary. Columbus has also the following city and county institutions: the Welfare Department, the Recreation Department, the Infirmary, the Children's Home, the Work House, the County and City Jails. Several homes for children and the aged and various hospitals are located here. Columbus has several well organized social settlements, a juvenile court, and an excellent charity organization society. The Boys' Industrial School at Lancaster and the Girls' Industrial Home at Delaware may be reached by interurban railways.

SOCIAL SERVICE*For Requirements of the First and Second Years See Pages 23 and 24***THIRD YEAR**

FIRST SEMESTER		SECOND SEMESTER	
Sociology	(109) 4	Sociology	(112) 4
The Handicapped, Defectives and Dependents		Needy Families and Children	
Sociology	(135) 3	Sociology	(136) 3
Social Statistics		Social Statistics	
Sociology	(104) 3	Sociology	(134) 3
The Immigrant		American Race Problems	
Sociology	(111) 3	Sociology	(126) 3
Poverty		Social Progress	
*Approved Electives	3 to 5	*Approved Electives	3 to 5

The fourth year's work is planned with reference to the needs of the students who expect to enter any one of the following fields: family and child welfare, penology, recreation and community work, Americanization and industry.

FAMILY AND CHILD WELFARE

Opportunities for practice work are given in the handling of family problems, with the Associated Charities of Columbus and the Columbus Branch of the American Red Cross, and in the handling of child welfare problems, in work with the Children's Bureau of the Board of State Charities. Opportunities for employment may be found with charity organization societies, the American Red Cross Society, with departments of courts which supervise mothers' pensions, and with agencies which place children in private homes.

FAMILY AND CHILD WELFARE**FOURTH YEAR**

FIRST SEMESTER		SECOND SEMESTER	
Sociology	(107) 3	Economics	(120) 3
The Family		The Household	
Public Health	(121) 2	Psychology	(122) 4
Public Health Problems		The Defective Child	
Sociology	(131) 3	Sociology	(132) 3
The Criminal		Penology	
Sociology	(145) 3	Sociology	(150) 2
Organization for Social Welfare		Social Case Work	
Sociology	(149) 2	*Approved Electives	3 to 5
Social Case Work			
*Approved Electives	3 to 5		

*Electives must be approved by the Executive Committee.

PENOLOGY

Courses in the Departments of Sociology and Psychology, clinical and practice work with the Bureau of Juvenile Research, with the hospitals, and with the Juvenile Court, offer exceptional opportunities in training for those who expect to be employed in probation and parole work, and in work in penal and reformatory institutions.

PENOLOGY

FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
Sociology	(131) 3	Sociology	(132) 3
The Criminal		Penology	
Psychology	(151) 2	Psychology	(152) 2
Criminal and Legal Psychology		Criminal and Legal Psychology	
Psychology	(121) 4	Psychology	(122) 4
Abnormal Psychology		The Defective Child	
Sociology	(125) 3	Sociology	(148) 3
Social Order and Social Control		Rural Sociology	
Sociology	(133) 3	Sociology	(150) 2
Municipal Sociology		Social Case Work	
Sociology	(149) 2	*Approved Electives	2 to 4
Social Case Work			

*Electives must be approved by the Executive Committee.

RECREATION AND COMMUNITY ORGANIZATION

The need for trained directors of recreational work has become increasingly apparent in recent years. Preparation for the work of playground directors and supervisors, directors of community centers in the public schools and under voluntary agencies, Boy Scout and Girl Camp Fire leaders, boys' and girls' club leaders, directors of municipal recreation departments, dance hall supervisors, community recreation organizers, is given through specialized courses of instruction and in practical contact with the recreational facilities furnished by the municipal department of recreation of Columbus and the voluntary organizations dealing with recreation.

Community work includes the work of such recognized agencies as social settlements and community centers, and also the organization and the direction of community programs, the direction of social work in small communities and community surveys. Opportunities are now found in community work, in the varied activities of the Red Cross, in the direction of community activities of smaller cities, in employment with the settlements, and in executive work in national, state and local organizations.

RECREATION AND COMMUNITY ORGANIZATION

FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
Sociology	(145) 3	Sociology	(130) 3
Organization for Social Welfare		Community Organization	
Public Health	(122) 2	Sociology	(140) 2
Public Health Problems		Community Surveys	
Sociology	(127) 3	Sociology	(128) 3
Leisure and Recreation		Social Organization and Administration of Recreation Facilities	
Sociology	(133) 3	Sociology	(148) 3
Municipal Sociology		Rural Social Institutions	
*Approved Electives	5 to 7	Political Science	(130) 3
		Municipal Functions	
		*Approved Electives	2 to 4

*Electives must be approved by the Executive Committee.

AMERICANIZATION

Since the War a new field in social service has appeared in what is termed Americanization work. Various national, state and local programs have been planned to assimilate more thoroughly the immigrant, to prevent his exploitation and to enable him to share more thoroughly in the opportunities of American citizenship. All of these programs should be based upon a better knowledge of the immigrant in the country from which he comes and of the difficulties which confront him in his new environment in America. The student properly trained will have many opportunities in Americanization work.

AMERICANIZATION

FOURTH YEAR

FIRST SEMESTER

Sociology	(137)	3
The Assimilation of the Immigrant		
Economics	(165)	3
Labor Legislation		
Public Health	(121)	2
Public Health Problems		
Sociology	(145)	3
Organization for Social Welfare		
Bibliography	(105)	2
Bibliography for the Social Sciences		
*Approved Electives	3 to 5	

SECOND SEMESTER

Sociology	(140)	2
Community Surveys		
Economics	(166)	3
Industrial Relations		
Public Health	(122)	2
Industrial Hygiene		
Sociology	(130)	3
Community Organization		
Economics	(124)	2
Socialism		
*Approved Electives	4 to 6	

INDUSTRY

Opportunities for field work and later for employment may be found in the employment management and the welfare departments of both manufacturing and mercantile businesses, in employment departments of the Y. M. C. A. and Y. W. C. A., and in private organizations dealing with industrial problems, and in public administration of employment bureaus, and of such departments as workmen's compensation and labor statistics. There is a good demand at present in these fields for men and women well trained in industrial problems and in applied sociology.

INDUSTRY

FOURTH YEAR

FIRST SEMESTER

Economics	(165)	3
Labor Legislation		
Economics	(107)	3
Factory Organization and Management		
Economics	(119)	3
Women in Industry		
Psychology	(127)	2
Industrial Psychology		
Sociology	(127)	3
Leisure and Recreation		
Sociology	(149)	2
Social Case Work		
*Approved Electives		

SECOND SEMESTER

Economics	(166)	3
Industrial Relations		
Economics	(108)	3
Factory Organization and Management		
Public Health	(122)	2
Industrial Hygiene		
Sociology	(128)	3
Social Organization and Administration of Recreation Facilities		
Sociology	(150)	2
Social Case Work		
*Approved Electives	3 to 5	

*Electives must be approved by the Executive Committee.

TRANSPORTATION AND PUBLIC UTILITIES

The courses in Transportation and subjects closely related thereto which are offered in this group will be of value to those who will sometime occupy administrative posts in the railway business and who will be responsible both to railway investors and to the public. The work offered in Public Utilities is intended for those who will occupy positions with utility companies or serve in some capacity in the government regulation of utilities.

The extreme specialization of a modern railway system makes it difficult for a young man entering this field to bridge the gap between mere routine work and positions of responsibility. There is an increasing number of positions in the traffic, finance and statistical departments of railway and steamship companies, but without previous knowledge of the system as a whole, one entering such work is unable to see much beyond his own department and to appreciate the organic relations between it and the other departments.

Many difficult problems affecting rate making, the railway security market, and railway administration await solution. The extent to which these problems are solved will in great measure depend upon the special training and breadth of mind of those who administer the railroads.

The facilities offered to the student in this College for concrete studies of Transportation and Public Utilities are excellent. Columbus is one of the chief railway and interurban centers of the country and the principal or division offices of several of these roads are located here. It is an important distributing center of the Middle West and all agencies of commercial distribution are represented in its mercantile affairs. In the offices and collections of the various state commissions is much material of interest to the student in these courses. The work of the classroom is supplemented by special lectures by persons engaged in various phases of railway and public utility business and by those engaged in traffic management for various industries.

TRANSPORTATION*For Requirements of the First and Second Years See Pages 23 and 24***THIRD YEAR**

FIRST SEMESTER		SECOND SEMESTER	
Economics	(167) 3	Economics	(188) 2
Transportation Economics		Railway Traffic Management	
Economics	(149) 3	Economics	(150) 3
Business Law		Business Law	
Economics	(163) 3	Economics	(184) 3
Corporation Economics		Geography and Commerce	
Economics	(191) 3	of the United States	
Principles of Accounting		Economics	(176) 3
Economics	(105) 2	Public Utility Accounts and	
Public Utilities		Statistics	
*Approved Electives	2 to 4	*Approved Electives	5 to 7

FOURTH YEAR

Economics	(187) 3	Economics	(168) 3
Railway Accounts and Statistics		Railway Organization and	
Economics	(185) 3	Finance	
Marketing		Economics	(186) 3
Economics	(165) 3	Marketing	
Labor Legislation		Economics	(166) 3
*Approved Electives	7 to 9	Industrial Relations	
		*Approved Electives	7 to 9

*Electives must be approved by the Executive Committee.

JOURNALISM

The rapid development of the press as a public utility and a growing appreciation of its functions of disseminating news, of education, and of influencing public opinion, have created the demand that the makers of newspapers be prepared educationally and morally for the large responsibilities they assume. Owners and editors of newspapers have shown their acceptance of this requirement by the institution of reforms from within, and have given their approval to the efforts made by the colleges and universities to assist in the training of men and women to the attainment of high efficiency and high ideals.

The curriculum here offered, leading to the degree of Bachelor of Science in Journalism, extends over two years, and is based on two years of college work, including certain prerequisite fundamental courses in journalism, American history, political science, and economics. About half the subjects are techni-

cal in character, the others being supporting courses of practical and cultural value. In addition to the subjects laid down the student is given the choice of suggested electives of from three to five hours a semester, thus enabling him to gain the liberal and technical education essential to the well-equipped editor and reporter.

Students of Journalism in the Ohio State University are offered the unusual opportunity of practical work on the campus daily newspaper owned by the University and published in its own modern newspaper plant, where they have an opportunity also to learn something of the mechanical problems of newspaper publication. All these students are required to do specified work on *The Lantern*, thus getting a considerable amount of the experience so essential to their training. They have the criticism and direction of experienced newspaper men as instructors, and at the same time enough independence of action to test their originality and resourcefulness. The theory and discussion of the classroom are thus made effective in the laboratory of the editorial rooms and the printing plant.

The regular instructional work of textbook, lecture, classroom exercises and quiz is supplemented by practical talks by experienced newspaper men before the various classes and the student journalistic societies. Some of the students profit by work on the Columbus newspapers, whose attitude toward the college work in Journalism is most cordial.

JOURNALISM

For Requirements of the First and Second Years See Pages 23 and 24

THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
Journalism	(103) 3	Journalism	(104) 3
Newspaper History and Comparative Journalism		Newspaper Organization	
Journalism	(105) 3	Journalism	(106) 3
Newspaper Practice		Newspaper Practice	
Journalism	(113) 2	Journalism	(119) 2
Newspaper Ethics and Principles		Newspaper Law	
American History	(123) 3	American History	(124) 3
Recent History of the United States		Recent History of the United States	
Political Science	(131) 2	Political Science	(132) 2
State Government		State Functions	
*Approved Electives	3 to 5	*Approved Electives	3 to 5

*Electives must be approved by the Executive Committee.

SUGGESTED ELECTIVES

FIRST SEMESTER

European History	(123)	3
Europe from 1815 to 1920		
or		
European History	(101)	3
Medieval History		
English	(145)	3
Nineteenth Century Prose		
English	(133)	3
Introduction to American Literature		
English	(127)	2
History of the English Language		
Psychology	(101)	3
Elementary Psychology		
or		
Psychology	(128)	2
Psychology of Advertising		
Political Science	(113)	2
Problems in International Politics		
Bibliography	(105)	2

SECOND SEMESTER

European History	(124)	3
Europe from 1815 to 1920		
or		
European History	(102)	3
Modern History from 1500 A. D.		
English	(146)	3
Nineteenth Century Prose		
English	(128)	2
English Words		
Psychology	(102)	3
Elementary Psychology		
Political Science	(114)	2
Problems in International Politics		
Bibliography	(105)	2

FOURTH YEAR

Journalism	(109)	2
Newspaper Problems		
Journalism	(115)	2
The Country Newspaper		
Journalism	(107)	3
Editorial Writing and News Interpretation		
Sociology	(125)	3
Social Order and Social Control		
or		
Sociology	(101)	3
Principles of Sociology		
Economics	(147)	2
Financial History of the United States		
*Approved Electives	4 to 6	

Journalism	(110)	2
Newspaper Problems		
Journalism	(116)	2
The Country Newspaper		
Journalism	(108)	3
Editorial Writing and News Interpretation		
Sociology	(126)	3
Social Progress		
or		
Sociology	(102)	3
Principles of Sociology		
Economics	(148)	2
Financial History of the United States		
*Approved Electives	4 to 6	

SUGGESTED ELECTIVES

American History	(109)	2
Early Political Parties in the United States		
European History	(101)	3
Medieval History		
English	(167)	3
Shakespeare: Histories and Tragedies		
Philosophy	(105)	3
Elementary Ethics		
Philosophy	(107)	3
History of Ancient and Medieval Philosophy		
Economics	(165)	3
Labor Legislation		

American History	(110)	2
Political Parties in the United States, 1852-1920		
European History	(102)	3
Modern History from 1500 A. D.		
English	(168)	3
Shakespeare: Comedies and Romances		
Philosophy	(106)	3
Elementary Ethics		
Philosophy	(108)	3
History of Modern Philosophy		
Economics	(175)	3
Principles of Advertising		
Economics	(166)	3
Industrial Relations		

*Electives must be approved by the Executive Committee.

DEPARTMENTS OF INSTRUCTION

AMERICAN HISTORY

Office, 207 University Hall

PROFESSORS G. W. KNIGHT, HOCKETT, AND A. C. COLE, ASSISTANT
PROFESSOR WOOD, MR. WITTKKE, MR. ROSEBOOM, MR. RUSSELL

101-102. History of the United States (1763-1920).
Three credit hours. The year. Mr. Knight, Mr. Hockett, Mr.
Wood, Mr. Wittke, Mr. Roseboom, Mr. Russell.

This course comprises a study of the history of the United States, in which political, constitutional, and economic phases receive chief attention. The first semester covers the period 1763-1837. The second semester treats the period 1837-1920. Textbook, discussion and collateral readings. This course, or Course 105-106, must precede all other courses in American history, except 125-126.

American History 101 is given also during the second semester. American History 102 is given also during the first semester.

107. Constitutional History of the United States to 1837.
Two credit hours. First semester. Prerequisite, American History 101-102 or 105-106. Political Science 101 will be found a valuable adjunct to this course. Mr. Hockett.

Constitutional ideas of Americans in the Revolutionary period, the formation of the federal constitution; constitutional questions involved in the organization of the government, party controversies, and foreign relations; the great decisions of the supreme court under John Marshall; the Missouri Compromise; the nullification episode. Lectures, discussion, and reports.

108. Constitutional History of the United States since 1837. Two credit hours. Second semester. Prerequisite, American History 101-102 or 105-106. American History 107 affords a good foundation, and Political Science 101 a valuable adjunct. Mr. Hockett.

Constitutional aspects of the slavery struggle, the Civil War, and Reconstruction; questions relating to the power of

Congress to regulate interstate commerce, levy an income tax, control trusts, etc.; constitutional problems resulting from the acquisition of territory in the war with Spain; recent amendments to the constitution. Lectures, discussion, and reports.

109. Early Political Parties in the United States. Two credit hours. First semester. Prerequisite, American History 101-102 or 105-106. Mr. Cole.

The radical party of the Revolution; the evolution and growth of national parties in the period thereafter until 1852; the relation of social and economic forces to parties; the influence of newspapers on public opinion; the rise of great party leaders. Lectures, discussion, and research in contemporary newspapers and other material.

110. Political Parties in the United States (1852-1920). Two credit hours. Second semester. Prerequisite, American History 101-102 or 105-106. American History 109 affords a good foundation. Mr. Cole.

The development of national parties in the period since 1852, special attention being devoted to the effect of the Civil War on parties, and to the influence of the new economic and social conditions in creating new parties and policies. Lectures, discussion, and reports.

125. Colonial Period of Latin America. Two credit hours. First semester. Given biennially, alternating with American History 103. Not open to Freshmen. Mr. Wood.

Spanish and Portuguese colonization in North, Central, and South America, with special attention to the founding of the colonies, their forms of government and relations to the home countries, and the development of a Latin-American life. Lectures, discussion, and reports.

126. History of the Latin American Republics. Two credit hours. Second semester. Given biennially, alternating with American History 104. Not open to Freshmen. American History 125 is the best preparatory course. Mr. Wood.

The development of revolutionary sentiment, the wars for independence, the establishment and political development of the Latin-American republics, the relations of these republics with each other and with the outside world. Lectures, discussion, and reports.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

For all courses in this group, the prerequisite is four semesters in the Social Science group, of which at least two must be in American history.

113. American Diplomacy to the Close of the Civil War. Three credit hours. First semester. Given biennially, alternating with American History 111. Prerequisites, American History 101-102 or 105-106 and at least two other semesters in the Social Science group. Mr. Cole.

The foreign relations of the United States, beginning with the diplomacy which resulted in the establishment of independence and including such subjects as the struggle for neutral rights and commercial recognition, the extension of territory on the continent, the origin of the Monroe Doctrine, and the international controversies of the Civil War. Lectures, discussion, and reports.

114. American Diplomacy since the Civil War. Three credit hours. Second semester. Given biennially, alternating with American History 112. Prerequisites, American History 101-102 or 105-106 and at least two other semesters in the Social Science group. Mr. Knight.

Problems in the diplomacy of the United States, resulting from the Civil War, the development of the Monroe Doctrine, the acquisition of dependencies, relations with Latin America and the Orient, arbitration, the Isthmian Canal, and neutral rights during the Great War in Europe. Lectures, discussion, and reports.

123-124. Recent History of the United States (1870-1920). Three credit hours. The year. Prerequisites, American History 101-102 or 105-106 and at least two other semesters in the Social Science group. Economics 101-102 will be found a valuable adjunct to this course. Mr. Knight.

An intensive study of the political, constitutional, industrial, and social life of the nation and the states during the past generation; it includes a consideration of new applications of the constitution, industrial development, territorial expansion, the entry of the United States into the world politics, third party movements, and the rise of the new democracy. Lectures and individual investigation.

ARCHITECTURE

Office, 105 Brown Hall

PROFESSORS BRADFORD, CHUBB, AND SMITH, ASSISTANT
PROFESSOR RONAN

131. Elements of Architecture. Two credit hours. First semester. Concurrent with Art 131, Engineering Drawing 101.

132. Elements of Architecture. Two credit hours. Second semester. Prerequisite, Architecture 131, and concurrent with Art 132 and Engineering Drawing 102.

133. History of Architecture. Three credit hours. First semester. Concurrent, Architecture 131 and Art 131.

134. History of Architecture. Three credit hours. Second semester. Prerequisite, Architecture 133.

ART

Office, 203 Hayes Hall

PROFESSOR KELLEY, ASSISTANT PROFESSOR ROBINSON, MR. NORRIS,
MR. WEBBER, MISS KNAUBER, MISS WILSON

131-132. Elementary Drawing. Two credit hours. The year. All instructors.

This course is designed to develop a thorough knowledge of form and values in black and white, also the use of free-hand perspectives.

Art 131 is given also during the second semester.

Art 132 is given also during the first semester.

119. Appreciation of Art. One credit hour. Either semester. Mr. Kelley.

This course is designed to give a critical and appreciative attitude toward art to those who have no technical knowledge of the subject.

BACTERIOLOGY

Office, 202 Veterinary Laboratory Building

PROFESSORS MORREY AND STARIN, ASSISTANT PROFESSOR MASTERS,
MR. OCKERBLAD, AND DEPARTMENT ASSISTANTS

FOR ADVANCED UNDERGRADUATES AND GRADUATES

These courses in Bacteriology are open to advanced undergraduate and graduate students only, not to Freshmen or Sophomores. The instructor in charge must be consulted before electing.

107. General Bacteriology. Four or five credit hours. First semester. Mr. Morrey, Mrs. Masters, and department assistants.

This course is a prerequisite to all the elective courses in the department and is designed to prepare for special work. The lectures consider the botanical relationship of bacteria, their morphology, classification, effect of physical and chemical environment, action on food material, etc. The laboratory work includes preparation of the ordinary culture media and making of cultures on these media, staining methods, and some typical bio-chemical actions.

114. Water Examination, Sewage Disposal, Water Filtration. Two to five credit hours. Second semester. Prerequisite, Bacteriology 107. Mr. Morrey, Mrs. Masters.

A study of the methods and devices used in these processes and of the organisms concerned. The modern water filtration and sewage disposal plants of the City of Columbus afford most excellent opportunities for practical demonstration and also for study of special problems.

BIBLIOGRAPHY

Office, The Library

MISS JONES, MR. REEDER

105. Bibliography for the Social Sciences. Two credit hours. Either semester. Mr. Reeder.

This course covers the use of library catalogs, magazine indexes, reference books, and national, state, municipal and foreign documents. For students electing this course, at least one course must have been completed in the Departments of American History, Economics and Sociology, European History, or Political Science, and an additional course in the Social Science group must be carried at the same time. Lectures and problems.

BOTANY

Office, 102 Botany and Zoology Building

PROFESSORS TRANSEAU AND SCHAFFNER, ASSISTANT PROFESSORS
STOVER, SAMPSON, AND WALLER, MR. TIFFANY, MR. SAYRE,
AND DEPARTMENT ASSISTANTS

FOR ADVANCED UNDERGRADUATES AND GRADUATES

133-134. Minor Investigations. Three to five credit hours. The year. Prerequisites, Botany 101-102 and one additional year of some biological subject. Mr. Transeau, Mr. Schaffner, Mr. Stover, Mr. Sampson, Mr. Waller, Mr. Sayre.

155. Economic Botany. Three credit hours. First semester. Two lectures and two laboratory hours each week. Elective. Prerequisites, Botany 101-102 and one additional year of botanical work. Mr. Waller.

Important economic plants of the world considered with reference to their geographic distribution, commercial importance, and uses. A summary of the centers of crop production in relation to natural centers of vegetation, environmental, economic, and other conditions.

CIVIL ENGINEERING

Office, 108 Brown Hall

PROFESSORS SHERMAN AND ENO

106. Roads and Pavements. Three credit hours. Second semester. Three recitations each week. Prerequisites, Civil Engineering 102 and 104. Mr. Eno.

A study of materials and the principles of construction for rural highways and city pavements.

109. Sanitary Engineering. Three credit hours. First semester. Three recitations each week. Prerequisites, Civil Engineering 102 and 104. Mr. Eno.

A study of the principles of sewage collection systems as applied to the design of separate and combined sewers and storm drains and the study of sewage disposal.

115. Masonry Construction. Three credit hours. First semester. Three recitations each week. Prerequisites, Civil Engineering 111, Mechanics 102. Mr. Sherman.

Review of the materials of masonry construction, and of the general subject of foundations.

116. Masonry Structures and Contracts. Three credit hours. Second semester. Three recitations, lectures, or drawing periods each week. Prerequisite, Civil Engineering 115. Mr. Sherman.

Dams, retaining walls, piers, abutments, culverts, first two-thirds of term. Contracts and specifications, last third.

117. Water Supply. Three credit hours. Second semester. Three recitations each week. Prerequisites, Civil Engineering 111, Mechanics 102. Mr. Eno.

A study of hydrology, sources, and character of water supply, water-borne diseases, construction details of water works, the purification, distribution, and operation of public water supplies.

139. Municipal Engineering. Three credit hours. First semester. Three recitations each week. Prerequisite, Civil Engineering 106. Mr. Eno.

A course covering city planning, street cleaning and maintenance, garbage and wastes disposal, and kindred subjects.

140. Sanitary and Water Supply Design. Three credit hours. Second semester. One recitation and two drawing periods each week. Prerequisite, Civil Engineering 109, and concurrent, Civil Engineering 117. Mr. Eno.

The working of sanitary and water supply problems, assigned readings, the design of sewage collection and water distribution systems, and the design of sewage disposal and water purification plants and appurtenances.

ECONOMICS AND SOCIOLOGY

Office, 5 Page Hall

PROFESSORS HAGERTY, HAMMOND, RUGGLES, HUNTINGTON, NORTH.

WEIDLER, SEMBOWER, FISHER, HAYES, AND HOAGLAND, ASSIST-

ANT PROFESSORS WALRADT, MARK, DICE, LUMLEY, HELD,

AND ECKELBERRY, MR. CLARKE, MISS SHEETS,

MR. BLANCHARD, MR. PIKE, MR. WALL, MR.

VAN KEUREN, MISS GALLAGHER, AND

DEPARTMENT ASSISTANTS

The following courses are open only to advanced undergraduates and graduates:
103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 116, 119, 121, 122, 123, 124, 127,
128, 129, 130, 135, 136, 141, 144, 153, 154, 157, 158, 159, 160, 161, 162, 163, 165, 166,
167, 168, 172, 174, 175, 176, 177, 178, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190,
191, 192, 193, 194, 201, 202, 207-214, 217-222.

101-102. Principles of Economics. Three credit hours. The year. Not open to Freshmen or Seniors. Should precede all courses in Economics except 132 and 133; concurrent 139. Mr. Hayes, instructors, and assistants.

A study of the laws of production, exchange, distribution, and consumption of wealth, combined with an analysis of the industrial action of men as regards land, labor, capital, money,

credit, rent, interest, wages, etc. Textbook, lectures, and individual investigation.

Economics 101 is given also during the second semester.

Economics 102 is given also during the first semester.

103. Geography and Resources of South America. Two credit hours. First semester. Two recitations each week. Prerequisite, Economics 101-102. Mr. Blanchard.

A regional study of South America. Location, topography, climate, and natural resources, influencing economic, social, and political development. The Panama Canal as a factor in the commercial relations of the United States with Latin America and the Pacific Ocean countries generally.

104. Conservation of Natural Resources. Two credit hours. Second semester. Two recitations each week. Prerequisite, Economics 101-102. Mr. Huntington.

The importance of the fundamental natural resources: agricultural, forest, mineral, and water. The exploitation of soils, forests, mines, etc., and the movement for their conservation. The reclamation of arid and swamp land, reduction of erosion, development of forestry, elimination of waste in mining, improvement of waterways, use of water power, and problems of water supply.

105. Public Utilities. Two credit hours. First semester. Two recitations each week. Prerequisite, Economics 101-102. Mr. Ruggles.

Municipal and interurban utilities other than steam railroads. Their development and the demand for their services, with especial reference to their economic and social significance. Current tendencies in regulation and municipal ownership.

106. Municipal Finance and Accounts. Two credit hours. Second semester. Two recitations each week. Prerequisite, Economics 101-102. Mr. Walradt, Mr. Eckelberry.

The objects of city expenditures; the causes of and the problems resulting from their increase; present and potential sources of revenues; municipal debt; the control of expenditures and debt; the adjustment of expenditures and revenues; municipal accounting, with special reference to the preparation of the budget and the presentation of adequate financial reports and statements.

107-108. Factory Organization and Management. Three credit hours. The year. Prerequisites, Economics 101-102 and 172; or three full years of Engineering, including Economics 130; may be taken concurrently with Economics 172 or 130 in 1921-1922. Mr. Fisher.

The organization, operation and control of manufactures. History, literature, and theory of industrial management. Plant location. Kind and development of industrial organizations. Purchase, control, and handling of materials. Production control. Routing, including arrangement and standardization of equipment and tools. Employment. Plant welfare. Systems of wage payment. Correlation of problems in this and other courses from the point of view of the manufacturing executive.

Students will be required to do field work in visiting and inspecting plants and in writing constructive reports and theses. Some expenditure may be incurred in doing this work.

109. Principles of Salesmanship. Three credit hours. First semester. Prerequisite, Economics 101-102.

The role of salesman in modern business; relation of salesmanship and advertising; analyzing the goods, the market, and the customer for advertising and selling campaigns; construction of oral and written selling talks; conduct of selling campaigns; sales equipment, sales records and tests of efficiency; essential qualifications of a salesman in various types of manufacturing and wholesale and retail institutions; choosing, training, organizing, and supervising salesmen; special types of salesmen; ethics of salesmanship.

110. Wholesaling and Retailing. Two credit hours. Second semester. Prerequisites, Economics 101-102 and registration in Economics 185-186. Mr. Weidler.

The organization and management of wholesale and retail establishments. Store location. Store organization. Buying. Receiving. Stock-keeping. Inventories. Store fixtures. Sales systems. Store policies. Services. Costs and profits. Deliveries. Market analysis. Personnel problems. Credits and collections.

111. Profits, Wages and Prices. Two credit hours. First semester. Prerequisite, Economics 101-102. Mr. Hayes.

The principles governing the amount and distribution of the economic income of the Nation; the effect of changes in the

price level upon profits and wages and the effect of changes in wages upon profits and prices; analyses of proposals for the alternation of the "competitive" distribution of income by trade unions, minimum wage legislation, and the imposition of taxes upon profits, incomes, inheritances, and land rent.

***112. Insurance Agency Organization and Methods.** Two credit hours. Second semester. Two recitations each week. Prerequisite, Economics 157 or Economics 158. Mr. Weidler.

A study of the different types of agency organizations; and of the different departments of a company; office organization and the division of responsibility; problems of agency from the standpoint of the agency manager and of the solicitor; study of the business with reference to methods of obtaining clients and adapting policy forms to buyers of insurance. The course is supplemented by special lectures by persons actively engaged in different phases of the insurance business.

113. Office Organization and Management. Three credit hours. Either semester. Prerequisite, Junior standing, Manufacturing group, or permission of instructor. Mr. Fisher.

Administration of offices. Methods of pay. Office manager. Standards, tools, forms, equipment, office machinery. Standard methods. Files, ticklers, mail handling, dictation, messengers. Thesis or problem.

114. Business Communication. Two credit hours. Either semester. Prerequisite, Economics 101-102. Mr. Sembower.

A study of the forms and the materials of business communication; reports, business letters, catalogs, bulletins, circulars, leaflets, inserts, house organs, etc.

116. Time and Motion Study. Two credit hours. Second semester. Prerequisites, Engineering Drawing 145, or two full years' work in Engineering.

Review of methods of pay and of setting standards. Study of preliminary standardization. Observation work. Analysis of results. Fatigue analysis and other allowances. Setting tasks. Use of mechanical devices in time studies. Course involves laboratory and field work to allow students to make studies under actual working conditions.

*Not given in 1921-1922.

119. Women in Industry. Three credit hours. First semester. Prerequisite, Economics 101-102 or Sociology 101-102. Miss Mark.

A study of the economic position of women. Their relation to the household; their industrial and commercial opportunities; their preparation for various occupations. Legal, social, and industrial problems created by the entrance of women into the field of industry.

120. The Household. Three credit hours. Second semester. Prerequisite or concurrent, Sociology 101-102 or Economics 101-102. Miss Mark.

The family as an economic institution. The evolution of household industries and its effect upon the home. Organization of the household with reference to the functions of man and woman.

121. Economic and Social Geography of Ohio. Two credit hours. First semester. Two recitations each week. Prerequisites, Economics 133 and Economics 102 or Sociology 102. Mr. Huntington.

Geographic influences in the history of the State. A study of its agriculture, industries, and social conditions, together with the underlying physical, climatic, and other environmental factors that have contributed to the present development of the region.

122. Economic and Social Geography of Europe. Three credit hours. First semester. Three recitations each week. Prerequisites, Economics 133 and Economics 102 or Sociology 102. Mr. Huntington.

A study in the human geography of Europe. The racial geography of the continent and the influences of geographic environment in the economic, social, and political progress of the various nations.

123. World Industries and Commerce. Three credit hours. Second semester. Prerequisite, Economics 101-102. Mr. Huntington.

The great industries and their environmental conditions. The geographic division of labor. Commercial regions and highways of the world. The development of ports and trade centers. The work of the trade center. The relation of trade in manu-

factures to great ports. The nature and importance of the back country. The rank of staple commodities in world trade. The relation of trade balances to industrial development. The influence of geographic factors on commercial policy.

124. Socialism. Two credit hours. Second semester. Prerequisite, Economics 101-102. Mr. Hayes.

A critique of the present economic system and of the leading plans proposed as substitutes for it, including state socialism, syndicalism, and guild socialism, with a view to determining their relative merits and defects. Special attention is given to the revolutionary movements abroad.

127. Stock Exchange and Speculation. Two credit hours. First semester. Prerequisite, Economics 101-102. Preferably preceded or accompanied by Economics 154. Mr. Dice.

The organization of the speculative security market; its relations with the banking community and with the public; the work of stock brokerage houses; the methods of speculation; public regulation of the exchanges. The movement of stock prices; business cycles in their relation to speculation and investment; the forecasting of stock market conditions.

128. Investments. Two credit hours. Second semester. Prerequisite, Economics 101-102. Preferably preceded by Economics 154. Mr. Dice.

The nature of investment; the criteria of a good investment; the various types of security and real estate investments; the business of investment banking.

129. Income Tax Accounting. Two credit hours. First semester. Two recitations each week. Prerequisite, Economics 191. Mr. Wall.

The accounting principles and procedure involved in the Federal taxes on incomes and profits. Practice in making out income tax returns from the accounts of individuals, partnerships, and corporations.

130. Cost Accumulation and Analysis. Three credit hours. Second semester. Prerequisite, two full years' credit in Engineering. Required of engineers before taking Economics 107-108. Mr. Fisher.

Deals with methods of accumulating direct and indirect cost data, the determination of the proper burden factor, the analysis of the resulting figures for engineers and executives, and balancing these figures with books of account. Deals with various reports and their practical use in increasing business efficiency.

132. Principles of Social Geography. Three credit hours. Either semester. Not open to Juniors and Seniors. Prerequisite to all courses in economic geography. Mr. Huntington, Mr. Blanchard, and assistants.

The geographic factors in environment: land, water, climate, plants, and animals; their influence upon man, his distribution and his activities; and the uses which man makes of his geographic environment to gratify his manifold wants.

133. Economic Geography. Three credit hours. Second semester. Not open to Juniors and Seniors. Prerequisite to all advanced courses in economic geography. Mr. Huntington, Mr. Blanchard, and assistants.

The influences of geographic environment, with special reference to North America.

135-136. Principles and Problems. Three credit hours. The year. Open only to Seniors in the Colleges of Arts, Philosophy and Science and Education and to graduate students who are not taking economics as a major. Not open to students who have had Economics 101-102 or its equivalent. Mr. Hammond.

A general course covering the entire field of economics intended for those students who plan to do only one year's work in economics or who have not had time or opportunity to do work in this field prior to their Senior year. The scope of the work is the same as in Course 101-102, but the lectures, readings, and recitations will be suited to the needs of maturer students.

139-140. Elements of Accounting. Three credit hours. The year. Two recitations and one two-hour laboratory period each week. Prerequisite, registration in Economics 101-102. Mr. Eckelberry and assistants.

An introduction to practical accounting, including the preparation and interpretation of business statements.

Economics 139 is given also during the second semester.

Economics 140 is given also during the first semester.

141. Public Finance. Two credit hours. First semester. Prerequisite, Economics 101-102. Mr. Walradt.

Public expenditures, their growth and control; the budget; financial administration; public debts; systems of public revenue and taxation.

144. Problems of Taxation. Two credit hours. Second semester. Prerequisite, Economics 141. Mr. Walradt.

A critical examination of tax systems with particular reference to questions of incidence and proposed reforms. The Ohio system of taxation will be given special consideration.

147-148. Financial History of the United States. Two credit hours. The year. Prerequisite, Economics 101-102. Mr. Walradt.

A study of the fiscal and monetary history of the country from colonial times to the present, with special reference to Federal taxation, loans, and financial administration, currency legislation, and the development of banking institutions.

149-150. Business Law. Three credit hours. The year. Prerequisite, Economics 101-102. Mr. Pike.

This course is intended for those who are contemplating a career in business and not in law. A study of the leading principles of interest to the business man, to be found in the law of contracts, sales, negotiable instruments, agency, partnership, corporation, etc.

Economics 149 is given also during the second semester. Mr. Walradt.

153. Money and Credit. Three credit hours. First semester. Prerequisite, Economics 101-102. Mr. Dice.

The nature and functions of money; the money economy; the medium of exchange; the relation of money and credit to prices; the cost of living; monetary systems; the gold standard, bimetallism, paper or fiat money, the gold-exchange standard; the principles and history of commercial banking with reference to the provision of media of exchange; currency reform in the United States; the bearing of the federal reserve system upon the elasticity of bank currency.

154. Banking and Foreign Exchange. Three credit hours. Second semester. Prerequisite, Economics 101-102. Mr. Dice.

A study of the business of banking with special reference to bank loans and investments. The growth of the credit system and the development of banking, the distinctive services of com-

mercial and investment banks to the business community; the varieties of credit instruments. Legal regulation of the organization and business of banks. The working organization of the various types of banking institutions, especially commercial banks. The interrelations of individual banks and of classes of banks; domestic and foreign exchange. Lectures, readings, and practical exercises.

157. Life Insurance. Two credit hours. First semester. Prerequisite, Economics 101-102. Mr. Weidler.

Principles of life insurance and its economic and social significance; kinds of companies, policies, methods of organization, operation, and regulation.

158. Property Insurance. Two credit hours. Second semester. Prerequisite, Economics 101-102. Mr. Weidler.

This course treats of the various forms of property insurance, the kinds of companies, their methods of operation, the determination of premiums, analysis of policy conditions and a careful study of schedules and schedule rating, the problem of buying and selling insurance, the work of inspection bureaus, and regulations of insurance by the state.

159. The Geography and History of Commerce. Three credit hours. First semester. Prerequisite, Economics 101-102. Mr. Huntington.

A study of the basis and development of commerce in the chief commercial nations. Present and prospective leadership among commercial nations and the factors contributing to it. Regulation of commerce by the national and local governments.

Note: Additional courses in geography may be found listed in the Department of Geology.

***160. International Commercial Policies.** Three credit hours. First semester. Prerequisite, Economics 101-102.

Theory of international trade; historic policies; mercantilism, free trade, and protection. A study of the tariff policy of the United States, with a comparative study of the policies of the British Empire, France, and Germany. Tariff reform. The merchant marine question.

161-162. Exporting and Importing. Three credit hours. The year. Prerequisite, Economics 101-102. Mr. Weidler.

*Not given in 1921-1922.

Methods of conducting export and import business. Foreign trade correspondence and advertising. Market analysis. Export commission houses and other sales agencies. Handling shipments. Credits and collections. Analysis of the foreign trade of the United States and other nations. The foreign trade of Ohio.

163. Corporation Economics. Three credit hours. Either semester. Prerequisite, Economics 101-102. Mr. Ruggles, Mr. Hoagland.

The various forms of business enterprises, partnerships, joint-stock companies, corporations. Corporation organization and finance. Publicity of accounts and government regulation of corporations.

165. Labor Legislation. Three credit hours. First semester. Prerequisite, Economics 101-102. Mr. Hammond.

A study of the labor laws of the United States and of the principal foreign countries with reference to their social and economic causes and effects.

166. Industrial Relations. Three credit hours. Second semester. Prerequisite, Economics 101-102. Mr. Hammond.

An account of the labor movement at home and abroad. Special attention is given to the policies of organized labor in the United States. The progress of collective bargaining and trade agreements. Recent efforts to secure an increased participation of labor in the work of industrial management and to develop friendly relations between employers and employed.

167. Transportation Economics. Three credit hours. Either semester. Prerequisite, Economics 101-102. Mr. Hoagland.

Nature of transportation economics. Development of the means of transportation, especially canals, highways, steam and electric railways, and ocean routes. American railway growth and consolidation. Development of public control and the interest in government ownership.

168. Railway Organization and Finance. Three credit hours. Second semester. Prerequisites, Economics 163 and 167. Mr. Hoagland.

The development of railway organization. Problems of construction and location. The departments of a modern railway and their functions. Railway capitalization and finance.

172. Cost Accounting. Three credit hours. Second semester. Prerequisite, Economics 191. Mr. Eckelberry.

An exposition of the utility and methods of cost accounts; the problems, elements and units of cost of various types of businesses; sources of cost data; measurement of direct costs; methods of apportioning and distributing overhead expenses; the organization of cost systems; the correlation of cost and general accounts; stores, labor, expense, and production records; presentation and utilization of cost data; studies and reports of cost accounting systems.

174. Auditing. Three credit hours. Second semester. Prerequisite, Economics 191-192. Mr. Eckelberry.

The duties and responsibilities of the auditor or certified public accountant, the various kinds of audits and their respective values, the nature and scope of the auditor's report. The value of his certificate, and practice in working out auditing problems and preparing audit reports.

175. Principles of Advertising. Three credit hours. Second semester. Prerequisite, Economics 101-102. Mr. Sembower.

A study of advertising, its laws, its economic importance, advertising costs, methods of advertising, and follow-up systems; the work of the general advertiser, the advertising manager, and the general advertising agency.

176. Public Utility Accounts and Statistics. Three credit hours. Second semester. Prerequisites, Economics 105 or 163, and 191. Mr. Ruggles.

Systems of accounts prescribed by governmental agencies for public utilities other than steam railroads. The use of the resulting reports for regulatory and administrative purposes. Financial and statistical problems peculiar to public utilities.

177. Economic Statistics. Three credit hours. First semester. Prerequisite, Economics 101-102.

A study of the methods of statistical investigation. Collecting, arranging, and interpreting statistical data. Making schedules; tabulation; averages and ratios; index numbers; diagrams and curves; sampling.

178. Business Statistics. Three credit hours. Second semester. Prerequisite, Economics 177.

The application of statistical methods to economics and business research in the fields of prices, wages and income, production, trade and transportation, sales and advertising, and business management.

181-182. Economic History of the United States. Three credit hours. The year. Prerequisite, Economics 101-102. Mr. Walradt.

The development of agriculture, trade, and manufactures from the comparatively simple system of colonial days to the complex economic organization of the present.

The course endeavors to point out the interrelation which exists between this development and the various economic and social problems which have risen.

183. Industrial Combinations and Monopolies. Three credit hours. Second semester. Prerequisite, Economics 163.

The forms of industrial combinations, pools, trusts, holding companies, consolidations. The trust movement at home and abroad. Monopolistic tendencies of combinations. Effects of monopoly on production, prices, wages, and profits. Legislative interference with combinations and monopolies.

184. Geography and Commerce of the United States. Three credit hours. Second semester. Prerequisite, Economics 101-102. Mr. Huntington.

Geographic influences in the historic development of the United States. Physiographic regions, climate, and natural resources as factors in the distribution of population, the selection of occupations, the location of industries and trade routes. The development of the internal commerce of the United States and the basis of her foreign trade.

Note: Additional courses in geography may be found listed in the Department of Geology.

185-186. Marketing. Three credit hours. The year. Prerequisite, Economics 101-102. Mr. Hagerty, Mr. Weidler.

The first semester will be devoted to the study of the marketing of raw materials, partially manufactured products and agricultural products. The evolution of methods and institutions of marketing from those of simple industrial communities to those of complex industrial societies. Produce exchanges, their functions and methods. City markets, their functions and need for

regulation and control. A comparison of the cost of the various methods of marketing farm produce and raw materials, and the effect of those methods on the cost of living.

The second semester will be devoted chiefly to a study of the methods of marketing manufactured products. A study of the functions, methods, and costs of marketing of the retailer, jobber, commission merchant, selling agent, broker, manufacturer's selling organization, traveling salesman, etc. The functions and efficiency of the department store, mail order house, syndicate store, cooperative purchasing organizations, etc. The tendency toward direct selling, a more thorough organization of the market of the producer, price fixing, etc. Mercantile credit and its use by the various distributing factors.

187. Railway Accounts and Statistics. Three credit hours. First semester. Prerequisites, Economics 167 and 191. Mr. Hoagland.

Railway reports and accounting, with especial reference to the relation of railways to the accounting division of the Interstate Commerce Commission and to the various state commissions.

188. Railway Traffic Management. Two credit hours. Second semester. Prerequisite, Economics 167. Mr. Hoagland.

The principal routes of traffic in the United States. The traffic departments of railways and industries. Terminal management. Rate making. Relation to the Interstate Commerce Commission.

189. Corporation Reports. Two credit hours. First semester. Prerequisite, Economics 140. Mr. Huntington.

A study of the reports made by corporations to executives, stockholders, and governmental authorities, and as made by the latter concerning corporations. The determination of the results of corporate operations as shown by such reports. The construction and interpretation of financial and statistical statements used in corporate administration. Examination is made of published reports, such as are contained in Moody's Manual of Industrial Corporations and in the specific investigations of the Federal Trade Commission, and each student is required to study some corporation engaged in an important and basic industry and to make a financial, statistical, and graphical presentation of the results of his study.

190. Bank Accounting and Auditing. Two credit hours. Second semester. Prerequisite, Economics 191. Mr. Wall.

The application of the general principles of accounting and auditing to the peculiar problems of the various sorts of banking institutions. Books and records used. Original entries. The construction of the accounts, their classification and the preparation of statements and reports therefrom. The verification of balance sheet items, income and expenses. Secret reserves. Internal checks. Auditor's and examiner's reports.

191-192. Principles of Accounting. Three credit hours. The year. Prerequisite, Economics 140. Mr. Eckelberry.

The first semester is devoted to a study of the principles of modern accounting, especially those connected with the corporate balance sheet and income statement, such as the principles of valuation, treatment of capital stock, bond issues, surplus, goodwill, depreciation, reserves, etc.

The second semester is devoted largely to the accounting procedure in connection with the reorganization and dissolution of corporations, including the accounts and statements of receivers and trustees. Accounts of branches, foreign exchange accounting, fiduciary accounting, and the preparation of consolidated balance sheets and income statements.

193-194. Theory and Practice of Accounting. Four credit hours. The year. Prerequisite, Economics 191-192. Mr. Eckelberry.

First semester: Constructive accounting. Practice in designing accounting systems. The organization of the public accounting firm. Duties and responsibilities of a public accountant.

Second semester: Practice in the solution of typical accounting problems. The material is taken largely from C. P. A. examinations of the various states.

FOR GRADUATES

- 201-202. History of Economic Thought.
- 207-208. Seminary in Economics.
- 209-210. Research in Corporations and Labor.
- 211-212. Research in Transportation and Public Utilities.
- 213-214. Research in Banking and Finance.
- 217-218. Research in Economic Theory.
- 219-220. Modern Economic Theories.
- 221-222. French and German Economists.

For description of graduate courses in this department see the Bulletin of the Graduate School.

SOCIOLOGY

The following courses are open only to advanced undergraduates and graduates: 104, 109, 111, 112, 115, 116, 117, 118, 125, 126, 130, 131, 132, 133, 134, 135, 136, 137, 140, 145, 146, 149, 150, 201, 202, 207, 208, 209, 210, 215, 216.

101-102. Principles of Sociology. Three credit hours. The year. Mr. Hagerty, Mr. North, Miss Mark, Mr. Lumley, Mr. Clarke, and instructors.

A study of the fundamental principles of sociology. Text-book, lectures, collateral reading, and individual investigation.

Sociology 101 is given also during the second semester.

Sociology 102 is given also during the first semester.

104. The Immigrant. Three credit hours. First semester. Prerequisite, Sociology 101-102. Mr. Clarke.

The causes and sources of migration, the characteristics and standard of living of the immigrant and immigration laws.

107. The Family. Three credit hours. First semester. Prerequisite or concurrent, Sociology 101-102. Mr. Lumley.

A study of the matrimonial institutions and family organization in primitive society. The evolution of marriage and the family through Greek, Roman, and Medieval periods. The modern family, its functions, and its problems.

109. The Handicapped, Defectives, and Dependents. Four credit hours. First semester. Prerequisite, Sociology 101-102. Mr. North.

A consideration of the blind, the deaf, the crippled, the insane, feeble-minded and epileptic, the homeless and detached, the aged and infirm. The causes for the existence of these groups, social provision for their treatment, and modern programs of prevention.

111. Poverty. Three credit hours. First semester. Prerequisite, Sociology 101-102. Miss Gallagher.

A study of the personal and social causes of poverty and dependency. Exploitation, maladjustment, housing conditions, tenement legislation, etc. The maintenance of a reputable standard of living.

112. Needy Families and Children. Four credit hours. Second semester. Prerequisite, Sociology 101-102. Mr. North.

A consideration of the influences tending to break down normal family life and their prevention; public and private relief. The sick poor. Dependent and neglected children. Methods and agencies of treatment. Theory and organization of modern charity.

115-116. Field Work in Sociology. Eight credit hours. Summer Session. In exceptional cases students may take this course in either semester. Open only to Seniors and graduates. Miss Gallagher.

A study of the work of charity organizations, the juvenile court, the public employment service, industrial clubs or social settlements, through practical experience with city and state organizations. The course involves weekly group conferences.

117-118. Methods of Sociological Investigation. Two credit hours. The year. Prerequisite, Sociology 101-102. Open to Seniors and graduates who have obtained the permission of the instructor. Mr. Clarke.

A course in individual investigation, designed to prepare students to do independent social research. Recommended to those who contemplate graduate work.

123. Physical Anthropology. Three credit hours. First semester. Not open to Freshmen. Mr. Lumley.

Man's essential characteristics, his relation to the animal kingdom, antiquity, the criteria of race distinction, the several races.

124. Social Anthropology. Three credit hours. Second semester. Not open to Freshmen. Mr. Lumley.

Cultural beginnings; tools, implements, and weapons; fire; domestication of animals; habitations; clothing and ornamentation; property; language; slavery; cannibalism; secret societies; sports; religion. Textbooks, papers, lectures, and discussions.

125. Social Order and Social Control. Three credit hours. First semester. Prerequisite, Sociology 101-102. Mr. Hagerty.

A study of the social activities and the social nature as the basis of social order and a consideration of the various agencies of social control,—custom, conventionality, social suggestion, the mob, public opinion, law, education, religion, art, ceremony, ideals, personality.

126. Social Progress. Three credit hours. Second semester. Prerequisite, Sociology 101-102. Mr. Hagerty.

A study of the different theories of social progress and of the forms that make for and against progressive civilization.

127. Leisure and Recreation. Three credit hours. First semester. Prerequisite or concurrent, Sociology 101.

The sources of leisure in early and modern society. The social significance and uses of leisure. The social functions of play. Historical aspects of play. The recreation problem of modern communities from the standpoint of control and of public provision. Recreation surveys.

128. Social Organization and Administration of Recreation Facilities. Three credit hours. Second semester. Prerequisite, Sociology 127.

Methods and means of control of commercialized recreation with special reference to American cities and towns. The promotion and organization of public and semi-public agencies. The administrative control of playgrounds, social centers, clubs, and other non-commercialized agencies. The coordination of the recreation facilities of the community.

130. Community Organization. Three credit hours. Second semester. Prerequisite, Sociology 101-102; must be accompanied by Sociology 140. Limited to Seniors in the College of Commerce and Journalism and to graduate students. Registration by consent of instructor only. Mr. North.

A concrete study of principles, methods, and problems involved in developing community programs. The work will be developed by contact with actual community life.

131. The Criminal. Three credit hours. First semester. Prerequisite, Sociology 101-102. Mr. Hagerty.

The social, economic, and physiological causes of crime. The changing character of crime as modified by the legal code. Types of criminals, the instinctive, habitual, professional, etc. The classical and positive schools of criminology. The relation of feeble-mindedness and degeneracy to crime. Juvenile crime, its causes, and prevention.

132. Penology. Three credit hours. Second semester. Prerequisite, Sociology 131. Mr. Hagerty.

The evolution of the methods of criminal procedure, with an analysis and criticism of present-day methods. Changes in our ideas of the treatment of the criminals. Jails, penitentiaries, reformatories, reform schools, detention homes, etc. Indeterminate sentence and probation systems. Juvenile courts and changed methods of legal procedure. The organization and administration of penal institutions. As visits will be made to courts, jails, and prisons, students who elect this course should be free to make these visits Saturday mornings.

133. Municipal Sociology. Three credit hours. First semester. Three recitations each week. Prerequisite, Sociology 101-102.

The social problems involved in the life of the modern city, including: growth of cities; population elements; racial and cultural grouping within the city; city planning; housing; protection of life and property; disposal of waste; public health; recreation; care of pathological groups; municipal art.

134. American Race Problems. Three credit hours. Second semester. Prerequisite, Sociology 101-102. Mr. Clarke. Characteristics of the Negro, the Indian, the Mexican, and the Oriental; problems of assimilation.

135-136. Social Statistics. Three credit hours. The year. Prerequisite, Sociology 101-102. Miss Mark.

The application of statistical methods to social research. Collecting, arranging, and interpreting statistical data. Schedules; tables; averages and ratios; graphic presentation. A study of the fields of population and vital statistics, dependency, delinquency, and standard of living.

137. The Assimilation of the Immigrant. Three credit hours. First semester. Prerequisite, Sociology 104. Mr. Clarke.

A study of immigrant groupings in the United States and of the adjustment of the immigrant to American conditions. Agencies and methods of immigrant protection and guidance; the various Americanization policies and methods, both public and private.

138. Red Cross Administration. Three credit hours. Second semester.

The organization of the American Red Cross, its technique, and methods of administration in local communities. Designed primarily for Seniors and graduate students in Social Administration.

140. Community Surveys. Two credit hours. Second semester. Prerequisite, Sociology 135-136. This course must be accompanied by Sociology 130. Miss Mark.

Methods and technique of studying the social life of local communities. Practice work in planning and executing field studies.

141-142. Principles of Sociology. Three credit hours. The year. Mr. Clarke.

This course meets the same requirements as Sociology 101-102. Designed to develop sociological principles by observation and induction.

The number of students admitted to this course is limited to thirty.

145. Organization for Social Welfare. Three credit hours. First semester. Prerequisite, Sociology 101-102. Mr. North.

The fundamental problems and principles of modern welfare organization and effort. National, state, and local organization. Relation of public and private agencies. State control of private agencies. The local community as the focal point of welfare activity.

148. Rural Social Institutions. Three credit hours. Second semester. Prerequisite, Sociology 101-102.

A study of social institutions in rural districts and small towns; rural life with reference to recreation, social organization, health, sanitation, housing, dependency, delinquency, etc. Contrasts between urban and rural conditions.

149-150. Proseminary in Social Case Work. Two credit hours. The year. Prerequisite, Sociology 115-116, and open only to Seniors in social work and graduate students.

A critical analysis of the various types of case records, such as those relating to the family, the individual, child welfare, delinquency, health, industrial relations, community organization, etc., with reference to the functions of the case worker.

FOR GRADUATES

- 201-202. Advanced Sociology.
207-208. Seminary in Sociology.
209-210. Administration of Social Agencies.
215-216. Research in Social Statistics.

For description of graduate courses in this department see the Bulletin of the Graduate School.

ELECTRICAL ENGINEERING

Office, 171 Robinson Laboratory

PROFESSOR CALDWELL

117. Electric Illumination. Two or three credit hours. First semester. Two recitations and three laboratory hours each week. Prerequisite, Physics 112. Mr. Caldwell.

Principles of illumination, electric light sources, etc.

ENGINEERING DRAWING

Office, 204 Brown Hall

PROFESSORS FRENCH AND MEIKLEJOHN, ASSISTANT PROFESSORS
WILLIAMS, TURNBULL, AND SVENSEN, MR. FIELD,
MR. PAFFENBARGER, MR. YERGES, AND
DEPARTMENT ASSISTANTS

101. Elementary Mechanical Drawing. Two credit hours. Either semester. Mr. French and department assistants.

Practice in the use of drawing instruments, elementary projections.

102. Mechanical Drawing. Three credit hours. Either semester. Prerequisite, Engineering Drawing 101. Lettering, orthographic, isometric, and oblique projections. Mr. French and department assistants.

145. Industrial Drawing and Slide Rule. Two credit hours. First semester. Four laboratory hours each week. Manufacturing group. Prerequisite, Junior standing, or permission of instructor.

Lettering, small titles, orthographic projection, pictorial representation, sketching, charts and graphs, blueprint reading, methods of reproduction, the slide rule.

ENGLISH

Office, 103 Physics Building

PROFESSORS DENNEY, TAYLOR, MCKNIGHT, GRAVES, KETCHAM, AND
BECK, ASSISTANT PROFESSORS ANDREWS AND PERCIVAL

105. Descriptive and Narrative Writing. Two credit hours. First semester. Prerequisites, English 101, 104. Mr. Beck.

The number admitted to this course is limited to thirty. Special permission necessary.

106. Expository Writing. Two credit hours. Second semester. Prerequisites, English 101, 104, 105. Mr. Beck.

The number admitted to this course is limited to thirty. Special permission necessary.

107. Advanced Composition. Two credit hours. First semester. Prerequisites, English 101, 104. Mr. Graves.

The number admitted to this course is limited to thirty. Special permission necessary.

108. Advanced Composition. Two credit hours. Second semester. Prerequisites, English 101, 104. Mr. Graves.

The number admitted to this course is limited to thirty. Special permission necessary.

127. History of the English Language. Two credit hours. First semester. No prerequisite course. Mr. McKnight.

Designed for students without a knowledge of Old and Middle English. The development of the language is traced by means of illustrative specimens. Attention is paid to the history of spelling and pronunciation, the changes in the meaning of words, and the origin of modern idioms.

128. English Words. Two credit hours. Second semester. No prerequisite course. Mr. McKnight.

Textbook: Greenough and Kittredge's Words and their Ways in English Speech.

133. Introduction to American Literature. Three credit hours. Either semester. No prerequisite course. Mr. Taylor, Mr. Graves. Second semester, Mr. Beck.

The outline of the history will be given by lecture. The reading and criticism will be of Irving, Cooper, Bryant and Poe; of Hawthorne, Emerson, Whittier, Longfellow and Lowell; and of Walt Whitman with a brief survey of recent literature.

141. Nineteenth Century Poetry. Three credit hours. First semester. No prerequisite course. Mr. Taylor, Mr. Andrews, Mr. Percival.

Wordsworth, Shelley, Keats, and their contemporaries.

142. Nineteenth Century Poetry. Three credit hours. Second semester. No prerequisite course. Mr. Taylor, Mr. Andrews, Mr. Percival.

Reading and criticism as far as possible complete of Tennyson and Browning. Some initial consideration will be undertaken of Fitzgerald, Arnold, Swinburne, Rossetti, Morris, and Meredith.

145. Nineteenth Century Prose. Three credit hours. First semester. No prerequisite course. Mr. Denney, Mr. McKnight, Mr. Graves, Mr. Beck.

Reading in Coleridge, Lamb, Landor, DeQuincey, Hazlitt, and Carlyle.

146. Nineteenth Century Prose. Three credit hours. Second semester. No prerequisite course. Mr. Denney, Mr. Graves, Mr. Beck.

Reading in Arnold, Ruskin, Newman, Pater, Stevenson, and in recent and contemporary essayists.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

155. The Novel: Richardson to Scott. Three credit hours. First semester. Prerequisite, fourteen hours of English. Mr. Taylor.

The history and development of the novel in this period is given by lecture. Reading and criticism of Richardson, Fielding, Sterne, Jane Austen, and Scott.

156. The Novel: Dickens to Meredith. Three credit hours. Second semester. Prerequisite, fourteen hours of English. Mr. Taylor.

The history and development of the novel in this period is given by lecture. Reading and criticism of Dickens, Thackeray, Trollope, George Eliot, Meredith, Hardy, and James.

158. The Short Story. Three credit hours. Second semester. Prerequisites, English 105 and 106, or 107 and 108. Mr. Graves.

Lectures on structure and form in the short story, with class reports on assigned readings and practice in story writing.

This course is limited to thirty members. Special permission necessary.

167. Shakespeare: Histories and Tragedies. Three credit hours. First semester. Prerequisite, fourteen hours of English. Mr. Denney.

168. Shakespeare: Comedies and Romances. Three credit hours. Second semester. Prerequisite, fourteen hours of English. Mr. Denney.

169. Recent and Contemporary Drama. Two credit hours. First semester. Prerequisites, English 167, 168.

One or two plays of each of the leading dramatists since Ibsen will be read, the foreign plays in translation. The authors considered will be Ibsen, Strindberg, Hauptmann, Sudermann, Schnitzler, Brieux, Hervieu, Wilde, Pinero, Jones, Barker, Galsworthy, Shaw, Rostand, Maeterlinck, Yeats, Synge.

170. Recent and Contemporary Drama. Two credit hours. Second semester. Continuation of English 169.

PUBLIC SPEAKING

101. Public Speaking. Two credit hours. First semester. Prerequisites, English 101, 104. Mr. Ketcham, Mr. Wiley.

The principles of public speaking. The methods of securing the attention and maintaining the interest of an audience.

102. Debating. Two credit hours. Second semester. Prerequisites, English 101, 104. Mr. Ketcham, Mr. Wiley.

Practice in making and presenting oral arguments. The theory and practice of argumentation and debate. Short class debates on subjects of current interest.

107-108. Advanced Argumentation and Debate. Three credit hours. The year. Prerequisite, consent of the instructor. Mr. Ketcham.

A study of great political and legal debates. Special applications of logic to argument. Practice in drawing briefs and presenting oral arguments on political and legal problems.

114. Extempore Speaking. Two credit hours. Second semester. Prerequisite, Public Speaking 102. Mr. Wiley.

Practice in gathering and arranging speech material for extemporaneous addresses. Special exercises for developing clearness, concreteness, connotation, unity, and movement in extemporaneous speaking.

EUROPEAN HISTORY

Office, 305 University Hall

PROFESSORS SIEBERT AND MCNEAL, ASSISTANT PROFESSORS
WASHBURN AND KNIPPING, MR. BURROUGHS,
MR. NOYES, MR. STUCKERT, MR. GREER

101. Medieval History. Three credit hours. First semester. All instructors.

European History 101 is given also during the second semester.

102. Modern History from 1500 A. D. Three credit hours. Second semester. All instructors.

European History 102 is given also during the first semester.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

123-124. Europe from 1815 to 1920. Three credit hours. The year. Prerequisites, European History 101 and 102. Mr. Noyes.

The history of Central and Western Europe from the close of the French Revolution to the present time, with special emphasis on the past fifty years and the interpretation of recent events in Europe.

GEOLOGY

Office, 104 Orton Hall

PROFESSOR BOWNOCKER

FOR ADVANCED UNDERGRADUATES AND GRADUATES

167. Economic Geology. Three credit hours. First semester. Prerequisite, Geology 103-104 or 119-120. Mr. Bownocker.

A study is made of the nature of ores, their classification, and origin; the metallic ores in the United States, their distribution, abundance, modes of occurrence, and origin. The coals of the Appalachian field.

GERMAN

Office, 317 University Hall

PROFESSOR M. B. EVANS

131-132. Conversation and Prose Composition. Two credit hours. The year. Prerequisite, consent of the instructor.

HORTICULTURE AND FORESTRY

Office, 118 Horticulture Building

PROFESSOR PADDOCK, ASSISTANT PROFESSOR ELWOOD

HORTICULTURE

164. Landscape Surveying. Three credit hours. First semester. One lecture and two laboratory hours each week. Prerequisite, Civil Engineering 131.

A study of the methods adopted in compiling surveys, especially for landscape use, field practice with instruments.

173-174. Civic Design. Three credit hours. The year. Prerequisite, Horticulture 164.

This course covers the principles of town and city planning, illustrated by a detailed study of practical problems in the treatment of public squares, street intersections, parks, and playgrounds.

JOURNALISM

Office, 226 Shops Building

PROFESSORS MYERS AND HOOPER

101-102. News-collecting and News-writing. Three credit hours. The year. Two lectures and three laboratory hours each week. Not open to Freshmen. Mr. Myers.

Attention is given to vocabulary and style with exercise in the gathering and writing of news for publication in the University daily newspaper, which is organized and operated as nearly like a city newspaper as possible.

Journalism 101 is given also during the second semester.

Journalism 102 is given also during the first semester.

103. Newspaper History and Comparative Journalism. Three credit hours. First semester. Prerequisite, Junior standing. Mr. Hooper.

Consideration by lecture and theme-writing of the development of journalism in America, its relation to the country's progress, notable men and women connected with it, and comparison of the press of this country with that of other countries.

104. Newspaper Organization. Three credit hours. Second semester. Prerequisite, Junior standing. Mr. Hooper.

General survey of the news, editorial, advertising, circulation, and mechanical departments of the newspaper. The training necessary for various positions and their responsibilities and opportunities; the history of printing and illustrating and the methods now employed.

105-106. Newspaper Practice. Three credit hours. The year. Two lectures and three laboratory hours each week. Prerequisite, Journalism 101-102. Mr. Myers.

An advanced course for students who have completed Journalism 101-102, or who have done equivalent work. Practice in copyreading, head line writing and making-up. Various phases of newspaper making are considered, including practice on the various desks.

107-108. Editorial Writing and News Interpretation. Three credit hours. The year. Prerequisite, Journalism 105-106. Mr. Hooper.

Study of history in the making, the consideration of current events, of national or international importance, with suggestions as to editorial treatment. Discussion of editorial themes and style. Members of the class will assist in the preparation of a current events department for the University daily.

109-110. Newspaper Problems. Two credit hours. The year. Prerequisite, Journalism 105-106. Mr. Myers.

Consideration in classroom and laboratory of the problems of newspaper work and direction, including matters of advertising and circulation as well as editorial problems.

113. Newspaper Ethics and Principles. Two credit hours. First semester. Prerequisite, Junior standing. Mr. Myers.

Study of the rights and duties of the press, its morals, its relation to the public, and its part in community, state, and national life.

115-116. The Country Newspaper. Two credit hours. The year. Prerequisite, Journalism 105-106. Mr. Hooper.

Study of the village weekly and small city daily, their opportunities of community leadership, editorial and business office methods as disclosed in the best papers of the type. Discussion reinforced by the advice of successful men and women in the business.

119. Newspaper Law. Two credit hours. Second semester. Prerequisite, Junior standing. Mr. Myers.

A study of the origin and development of the freedom of the press. The history, principles and provisions of the laws of libel and copyright and other statutes affecting peculiarly newspapers and other publications.

LAW

Office, 113 Page Hall

PROFESSOR ADAMS

Agency. Two credit hours. Second semester. Mr. Adams. Cases and collateral readings. Reinhard's Cases.

MATHEMATICS

Office, 314 University Hall

PROFESSOR BOHANNAN, ASSISTANT PROFESSOR RIETZ

129-130. Mathematics of Finance and Insurance. Three credit hours. The year. Prerequisite, Mathematics 121 or its equivalent. Mr. Rietz.

The principles of interest and life insurance, together with such practical problems in investments, loans, etc., as may be of interest to the general student. Practice in the construction of financial schedules and tables and in the practical use of adding machines and other mechanical aids in arithmetical computation.

135. Graphical and Statistical Methods. Three credit hours. First semester.

Charts, diagrams, and curve plotting; the standard methods of representing statistics; the smoothing of statistical data; the arithmetic and geometric means, the median and the mode; the standard deviations and other measures of dispersion, and the coefficient of variability; the normal curve and the element of least squares; the theory and application of correlation; index numbers, and the correlation of index numbers. Practical work in making diagrams and in statistical reduction and computation.

190. Insurance Statistics. Two credit hours. Second semester. Prerequisites, Mathematics 129-130 and Mathematics 135.

The sources of insurance statistics: a critical and interpretative analysis of the more important classes of statistical data pertaining to insurance, such as mortality with reference to kinds of policies, occupations, etc.; the business under different plans and companies; some references to the statistics of fire and miscellaneous insurance. The topics are selected with reference to the needs of both the agent and the home office.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

181. Probability. Three credit hours. Second semester.

The theory of probability and its applications to statistics and certain problems in insurance.

183-184. Actuarial Theory. Two credit hours. The year. Prerequisite, Mathematics 129-130. Must be preceded or accompanied by Mathematics 135.

An advanced course in life contingencies and the actuarial principles of fire and accident insurance, workmen's compensation, and pension systems.

187. Advanced Actuarial Theory. Three credit hours. First semester. Prerequisite, Mathematics 183-184.

An extension of Mathematics 183-184. Among the topics considered are the construction of mortality and rate tables, policy values, and dividend sheets. This course is largely devoted to practical work.

MILITARY SCIENCE AND TACTICS

Office, The Barracks

LIEUT. COLONEL LEONARD, LIEUT. COLONEL CONWAY (RETIRED),
MAJORS MCLEAN, HANFORD AND MURRAY, FIRST LIEUTEN-
ANTS BENNER, KAUFFMAN AND COX, ALL U. S. A.,
AND DEPARTMENT ASSISTANTS

The Reserve Officers' Training Corps was established under the Defense Act of June 3rd, 1916. Instruction is given in Infantry, Field Artillery, and Veterinary. Under ordinary circumstances this work is under eight commissioned officers, three warrant officers, and eleven non-commissioned officers of the Regular Army, detailed for the purpose.

The following courses are elective in this College, the required basic courses having been completed during the Freshman and Sophomore years. For students who complete the curriculum of the Reserve Officers' Training Corps, the total number of hours required for graduation in the College of Commerce and Journalism is 116 (instead of 124) semester hours, in addition to the work in military science and physical education. The required courses in the various groups must be taken. Credit given to students completing the curriculum of the Reserve Officers' Training Corps is to be counted as elective.

125-126. Advanced Military Science. For Infantry. Two credit hours. The year. Prerequisites, 101-102, 103-104, or equivalent. Five hours each week. Two hours are allotted to training as instructors in Courses 101-102 or 103-104. Classroom work three hours each week in advanced minor tactics, map problems, liaison, topography, field engineering, military law, technique of automatic rifles, machine guns, and infantry cannon.

135-136. Advanced Military Science. For Field Artillery. Two credit hours. The year. Prerequisites, 105-106, 107-108, or equivalent. Five hours each week. Classroom work three hours each week in field artillery, communication, gunnery, conduct of fire, tactics, care and training of horses. Practical work in horsemanship and training as instructors, two hours each week.

127-128. Advanced Military Science. For Infantry. Two credit hours. The year. Prerequisite, 125-126 or equivalent. Five hours each week. Two hours allotted to training as instructors in Courses 101-102 or 103-104. Classroom work three hours each week in topography, military policy of the United States, and advanced work in subjects under 125-126.

137-138. Advanced Military Science. For Field Artillery. Two credit hours. The year. Prerequisite, 135-136 or equivalent. Five hours each week. Classroom work three hours each week in minor tactics and map maneuvers, military policy of the United States, military history, military law, care and training of horses. Practical work in horsemanship and practice as instructors, two hours each week.

SUMMER CAMPS

As a part of the instruction of the Reserve Officers' Training Corps at the University, summer camps are conducted for this district: Infantry and Field Artillery, at Camp Knox, Kentucky, thirty-one miles from Louisville. One summer camp for the students of the first two years is held between the first and second school years. This camp is voluntary. The camp for the advanced course is held between the third and fourth years and is required. For special reasons the advanced course camp may be postponed until after the fourth year is completed.

These camps are of six weeks duration and the work is mostly practical. In addition to military work, field sports and competitions are conducted. The training for Infantry includes firing on the target range with service rifles and using ball ammunition in combat. The training for Field Artillery includes firing field guns with service ammunition. The development of leadership and discipline are primary subjects of these camps.

The Government furnishes transportation to and from the camps. While in camp, clothing, subsistence, medical attention, and entertainment are provided.

PHILOSOPHY

Office, 321 University Hall

PROFESSOR LEIGHTON, ASSISTANT PROFESSORS
CHANDLER, AVEY, AND WILLIAMS

101. Introduction to Philosophy. Three credit hours. Either semester. Mr. Leighton, Mr. Chandler, Mr. Avey, Mr. Williams.

The meaning and scope of philosophy, its typical problems, its relations to the special sciences, morality, art, the state, and religion.

102. Introductory Logic. Three credit hours. Either semester. Mr. Leighton, Mr. Chandler, Mr. Avey, Mr. Williams. A practice course in the methods of correct thinking.

104. Principles of Philosophy. Three credit hours. Second semester. Prerequisite, Philosophy 101, or 107, or 108, or 105. Mr. Leighton, Mr. Chandler, Mr. Avey, Mr. Williams.

A continuation of Philosophy 101. Discussion of the following topics: Theory of Knowledge and Reality, the Nature and Place of Values, the Meaning of Personality, and the Meaning of Progress.

105. Elementary Ethics. Three credit hours. First semester. Mr. Chandler, Mr. Williams.

An introductory study of the chief theories of the moral life.

106. Social Ethics. Three credit hours. Second semester. Mr. Leighton, Mr. Chandler, Mr. Williams.

A discussion of the ethics of the social order with especial reference to industrial and economic activities, the family, the state, education, and the international order.

107. History of Ancient Philosophy. Three credit hours. First semester. No prerequisite. Mr. Avey.

Ancient oriental ideas are briefly touched upon; most of the semester is devoted to the study of Greek philosophy; Christian ideas before 300 A. D. are also included. The aim is to gather up the most important contributions to human thought from the dawn of history through Neo-Platonism.

108. History of Medieval and Modern Philosophy. Three credit hours. Second semester. No prerequisite. Mr. Avey.

The chief problems of medieval thought are considered; the evolution of modern thought in its larger movements is followed to the present time.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

111-112. Advanced Ethics. Two credit hours. The year. Prerequisite, one year of ethics. Mr. Williams.

A critical history of the development of ethical theory from Socrates to the present time.

***113. Advanced Logic.** Two credit hours. First semester. Prerequisites, Philosophy 102 and 101 or 108. Mr. Avey.

A study of the chief recent developments in logic, with some attention to application in practice.

***114. Epistemology.** Two credit hours. Second semester. Prerequisites, Philosophy 101-102, 101-104 or 107-108. Mr. Avey.

A critical and constructive study of the most important theories of knowledge.

*Not given in 1921-1922.

***141-142. The Main Currents in Contemporary Philosophy.** Two credit hours. The year. Prerequisite, one year of philosophy. Mr. Chandler.

A non-technical account and estimate of the chief formative influences in the reflective life of the present time. Intended for students of literature, science, and social movements.

POLITICAL SCIENCE

Office, 206 Hayes Hall

PROFESSORS SPENCER AND COKER

101-102. Government in the United States and Europe. Three credit hours. The year.

A general survey of governmental institutions, national, state, and local, in the United States and the leading countries in Europe. This course is not open to Freshmen. It must be preceded by a year's work in college history and must precede all other courses in this department.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

113-114. Problems in International Politics. Three credit hours. The year. Prerequisite, Political Science 101-102. Mr. Spencer.

The methods and ideals of diplomacy; current problems in the relations of World Powers; possibilities in the reconstruction of the society of nations after war; tendencies toward administrative, judicial, and legislative world-organization.

Lectures, and reports for mutual criticism and discussion.

125. Introduction to Jurisprudence. Three credit hours. First semester. Prerequisite, Political Science 101-102. Mr. Spencer.

An introductory study of legal concepts. An attempt is made both to give the prospective Law student an analytical and historical guide into his subject, and to give those who do not intend to pursue the study of law an idea of its significance in social organization and its relation to political and economic science.

126. International Law. Three credit hours. Second semester. Prerequisite, Political Science 101-102. Mr. Spencer,

*Not given in 1921-1922.

A study of the principles of international law in their growth and present status, with particular attention to unsettled points, and problems raised by the War.

106. Municipal Government. Three credit hours. First semester. Prerequisite, Political Science 101-102.

A comparative study of modern municipalities in the United States, Europe, and England; their social significance and governmental structure; their relation to the state in the law of municipal corporation; experience with government by council, mayor, commission, manager; popular participation and effective citizenship. The work is based on Munro's *Government of European Cities* and *Government of American Cities*; lectures, investigations, and reports of particular cities.

130. Municipal Functions. Three credit hours. Second semester. Prerequisites, Political Science 101-102, 106.

A study of the functions of modern municipalities in the light of American and European experience. Comparative studies will be made of the organization, methods employed, policies and problems of the functions of finance; health and sanitation; police and fire protection; education; street construction and city planning; housing; water supply; garbage and sewage disposal; public utilities; charities and corrections; recreation; municipal ownership. Excursions will be made for examination of the actual operation of departments. Lectures and conferences will be given by those in charge of particular functions.

131. State Government. Three credit hours. First semester. Prerequisite, Political Science 101-102. Mr. Coker.

A study of the organization of American state government: fundamental features of the structure and powers of the legislative, executive, and judicial departments, and all their interrelations; reforms in organization.

132. State Functions. Three credit hours. Second semester. Prerequisite, Political Science 101-102. Mr. Coker.

A study of the activities of American state government: the scope, methods, and problems of state action in the fields of finance, labor, public order, public morals, regulation of business, and control of local government; the executive budget; the civil service; legislative and judicial procedure.

***109-110. State, County, and Municipal Government in Ohio.** Two credit hours. The year. Prerequisite, Political Science 101-102.

This study covers the historical evolution and actual working of the State's governmental machinery and the particular functions which it performs. The course provides a groundwork for those preparing to teach civics or engage in public service, journalism, or civic secretarial work.

***115-116. History of Political Theories.** Two credit hours. The year. Prerequisite, Political Science 101-102. Given biennially. Mr. Coker.

The development of leading ideas in politics will be traced from the time of the Greeks to the present.

117-118. Proseminary. Two credit hours. The year. Prerequisites, Political Science 101-102 and two other semester courses in the Social Science group. Mr. Coker.

General topic for the year's work: Government in Relation to Industry.

151-152. Methods of Governmental Research. Two credit hours. The year. Prerequisite, Political Science 101-102.

Direction and training of students in methods of gathering and presenting data in governmental problems. Lectures; assigned readings; field work consisting of excursions, individual studies, and conferences; laboratory work in the Bureau of Governmental Research, Ohio Institute of Public Efficiency, and Legislative Reference Bureau; correlation with civic associations and chambers of commerce.

FOR GRADUATES

201-202. Research in Political Science.

For description of graduate courses in this department see the Bulletin of the Graduate School.

PSYCHOLOGY

Office, 403 University Hall

PROFESSORS ARPS, PINTNER, AND WEISS, ASSISTANT PROFESSORS

BRIDGES, CRANE, AND BURTT, MISS COY, MISS ROGERS,

MISS HATCH, MISS CHASSELL, MR. ESPER, AND

DEPARTMENT ASSISTANTS

101-102. Elementary Psychology. Introductory course.

*Not given in 1921-1922.

Three credit hours. The year. All instructors.

Psychology 101 is given also during the second semester.

Psychology 102 is given also during the first semester.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

114. Mental and Social Measurements. Two credit hours. Second semester. Prerequisite, Psychology 101-102 or 103-104. Not open to Freshmen and Sophomores. Mr. Burt.

A course designed to meet the needs of those students who expect to carry on investigation in psychology, education, and the social sciences. Topics: standard methods of handling data; computation of averages, deviations and correlations, graphical representation; grading and marking systems.

121. Abnormal Psychology. Four credit hours. First semester. Prerequisite, Psychology 101-102 or 103-104. Mr. Bridges.

The abnormal mental phenomena, viz., disorders of perception, association, memory, affection, judgment, action, volition, and personality, with especial emphasis on their relation to the respective normal phenomena. The grouping of these disorders into the syndromes exhibited in the main types of insanity. Lectures, recitations, and clinics.

122. The Defective Child. Four credit hours. Second semester. Prerequisite, Psychology 101-102 or 103-104. Mr. Pintner.

The varieties and grades of mental deficiency, including the backward child of the schools and the distinctly feeble-minded. The causes of the same. Lectures, recitations, and clinics.

125. Social Psychology. Three credit hours. First semester. Prerequisite, Psychology 101-102 or 103-104. Mr. Arps.

The nature and variety of innate tendencies; the relation of these tendencies to acquired behavior and social control; the development of personality.

127. Industrial Psychology. Two credit hours. Second semester. Prerequisite, Psychology 101-102 or 103-104. Lectures, recitations, reports. Mr. Burt.

The application of psychology to the following problems: vocational guidance, selection of industrial workers, industrial

learning and training, the adaptation of technical to mental conditions, industrial monotony, fatigue, rest, and the length of the working day.

151-152. Criminal and Legal Psychology. Two credit hours. The year. Prerequisite, Psychology 101-102 or 103-104. Not open to Freshmen and Sophomores. Mr. Crane.

A critical presentation of the evolution of the present-day psychological conception of crime, with a study of the neurological basis of and the nature of the stimuli to anti-social behavior. There will be both a critical and an experimental study of the psychological principles applied to the problems of testimony, those underlying recently advocated reforms in legal procedure, and the technique and reliability of suggested psychological methods for the detection of criminals.

128. Psychology of Advertising. Two credit hours. Either semester. Prerequisite, Psychology 101-102 or 103-104. Mr. Crane.

A psychological study of the mediums employed in effective advertising. The types of appeal; the nature and laws of effective appeal. The relation of instincts, memory, feelings, and emotions to effective advertising. Lectures, reports, and investigations of practical problems in the laboratory.

131-132. Advertising Laboratory. Two credit hours. The year. Prerequisites, Psychology 101-102 or 103-104, and 128, either taken previously or concurrently. Mr. Crane.

General and special problems illustrating the application of laboratory methods, and the treatment and use of experimental data in the field of advertising.

135-136. Industrial and Vocational Psychology Laboratory. Two credit hours. The year. Prerequisite, permission of the instructor. Mr. Burt.

Practical work in the application of psychology to industrial and vocational problems, with especial emphasis on the development of mental tests for hiring employees. Much of the work will be done in local business and industrial plants. The class will participate in analyzing specific types of industrial operation, devising and selecting mental tests for such operation, obtaining vocational and production ratings, correlating them with test scores, applying the technique of partial correlation and following up new employees hired on the basis of the tests.

PUBLIC HEALTH AND SANITATION

Office, 710 North Park Street

PROFESSORS HAYHURST AND MCCAMPBELL

101. Public Health Administration. Two credit hours. First semester. Two lectures or recitations each week. Mr. McCampbell.

The organization of national, state, and local health departments, sanitary law and legal powers, and responsibilities of health officers and boards of health.

121. Public Health Problems. Two credit hours. Either semester. Two lectures or recitations each week. Mr. Hayhurst.

This course includes an elementary consideration of the various public health problems which present themselves. Consideration is given the question of the prevention of unnecessary infant mortality, the physical supervision of school children, the provision and protection of the public water and food supplies, the proper elimination of wastes, the sociological aspects of Public Health work, including especially the question of the elimination of tuberculosis. Limited instruction is given on the matter of quarantine regulation, disinfection, and in the control of communicable diseases.

122. Industrial Hygiene. Two credit hours. Second semester. Two lectures or recitations each week. Mr. Hayhurst.

This course is designed strictly for undergraduates who are preparing themselves for general work in connection with manufacturing plants and various industries. The course consists of didactic work, lectures, and demonstrations dealing with the various health hazards which operate in connection with the various industries. The question of ventilation, temperature, humidity, illumination, fatigue, and inactivity will be considered. Some consideration will be given the question of industrial poisons and occupational diseases, as well as the prevention of accidents. The preventive medical phases of industrial hygiene will also be given careful consideration, including a discussion of the physical examination of employees and the general medical and social supervision of manufacturing plants.

FOR GRADUATES

207. Demography.

211-212. Public Health Engineering.

For description of graduate courses in this department see the Bulletin of the Graduate School.

ROMANCE LANGUAGES AND LITERATURES

Office, 104 Hayes Hall

PROFESSOR HENDRIX, ASSISTANT PROFESSOR GUTIERREZ

SPANISH

109-110. Customs and Manners of Spain. Commercial Correspondence. Two credit hours. The year. Prerequisite, Spanish 104. Mr. Gutierrez.

ZOOLOGY AND ENTOMOLOGY

Office, 101 Botany and Zoology Building

PROFESSOR OSBURN, ASSISTANT PROFESSOR BARROWS

ZOOLOGY

115. General Principles of Heredity. Three credit hours. Either semester. Three lectures each week. Prerequisite, Zoology 101-102 or Botany 101-102 or equivalent. Mr. Barrows.

A study of heredity in animals and plants to serve as an introduction to heredity, as a basis for advanced work in plant and animal breeding and as an aid in the analysis of biological and sociological problems into which the question of heredity enters. The subject will be presented in lectures, illustrated with lantern slides and actual specimens. Exercises in the form of problems will be assigned. The different types of heredity studied will be chosen from the animal and plant material which best illustrates the subject. Hereditary characters found in man will be used to a large extent. The course will be made as simple and practical as the subject will permit. Present-day theories and technical applications will be left for discussion in the more advanced courses to which they properly belong.

TIME SCHEDULE

COLLEGE OF COMMERCE AND JOURNALISM

The following courses and sections are intended primarily for students in the College of Commerce and Journalism. Assignment to sections will be made strictly according to the order of receipt of the election cards and students will be admitted to the sections they elect, provided those sections are not already filled.

Students from the College of Commerce and Journalism must not elect courses not listed under the Departments of Instruction without first consulting the Secretary of their College.

Explanations

The two columns of figures under Course No. give the number of the course for the two semesters. The third column of figures indicates the number of credit hours per semester of the course.

KEY TO ABBREVIATIONS

- Bi.—Biological Building
- B. Z.—Botany and Zoology Building
- Br.—Brown Hall
- Ch.—Chemistry Building
- Ha.—Hayes Hall
- H. E.—Home Economics Building
- H. F.—Horticulture and Forestry Building
- L.—Library
- Lo.—Lord Hall
- Obs.—Observatory
- O.—Orton Hall
- P.—Page Hall
- Pav.—Judging Pavilion
- Ph.—Physics Building
- R. L.—Robinson Laboratory
- S.—Shops Building
- T.—Townshend Hall
- U.—University Hall
- V. C.—Veterinary Clinic
- V. L.—Veterinary Laboratory
- L.—Lecture; Q.—Quiz; Lab.—Laboratory; R.—Recitations.

AMERICAN HISTORY

<i>Course No.</i>	<i>Hours</i>	<i>Time</i>	<i>Room</i>	<i>Instructor</i>
101-102	3	M., W., F., at 8	U. 205	All Instructors
		M., W., F., at 8	L. 107	
		Tu., Th., S., at 8	U. 209	
		M., W., F., at 9	U. 205	
		M., W., F., at 9	L. 107	
		Tu., Th., S., at 9	U. 205	
		Tu., Th., S., at 9	U. 202	
		M., W., F., at 10	U. 205	
		M., W., F., at 10	L. 107	
		Tu., Th., S., at 10	U. 209	
		Tu., Th., S., at 10	L. 107	
		M., W., F., at 1	L. 107	
		M., W., F., at 1	U. 205	
		M., W., F., at 1	U. 209	
		M., W., F., at 2	U. 209	
		M., W., F., at 2	U. 205	
		M., W., F., at 3	U. 205	
		M., W., F., at 3	U. 209	
102-101	3	M., W., F., at 1	U. 202	Hockett
		Tu., Th., S., at 10	U. 205	
107-108	2	Tu., Th., at 10	U. 202	Cole
109-110	2	Tu., Th., at 8	U. 205	Cole
113-114	3	M., W., F., at 10	U. 209	Knight
123-124	3	M., W., F., at 9	U. 209	Wood
125-126	2	Tu., Th., at 11	U. 205	

ARCHITECTURE

131-132	2	W., at 8	Br. 104	Ronan
		M., 8 to 11; W., 9 to 11	Br. 103	Ronan, Chubb
133-	3	M., W., F., at 2	Br. 104	Chubb
-134	3	M., W., F., at 2	Br. 104	Ronan

ART

119-119	1	W., at 4	H. E. 200	Kelley
131-	2	M., W., 8 to 10	Ha. 303	All Instructors
		M., W., 1 to 3	Ha. 303	
		Tu., Th., 8 to 10	Ha. 303	
		Tu., Th., 10 to 12	Ha. 303	
		Tu., Th., 1 to 3	Ha. 303	
		F., S., 8 to 10	Ha. 303	
		F., S., 8 to 10	Ha. 303	
-131	2	M., W., 8 to 10	Ha. 303	All Instructors
"		Tu., Th., 1 to 3	Ha. 303	
132-	2	M., W., 1 to 3	Ha. 303	
		Tu., Th., 1 to 3	Ha. 303	

<i>Course No.</i>	<i>Hours</i>	<i>Time</i>	<i>Room</i>	<i>Instructor</i>
—132	2	Tu., Th., 8 to 10	Ha. 303	
		Tu., Th., 10 to 12	Ha. 303	
		M., W., 1 to 3	Ha. 303	

BACTERIOLOGY

107—	4 or 5	L., M., W., at 9	V. L. 102	Morrey
		M., W., at 2	V. L. 102	Morrey
		Tu., Th., at 9	V. L. 102	Morrey
		Lab., M., W., 8 to 11	V. L. 201	Masters
			V. L. 205	Ockerblad
		M., W., 1 to 4	V. L. 201	Masters
			V. L. 205	Ockerblad
		Tu., Th., 8 to 11	V. L. 201	Masters
			V. L. 8	Watson
			V. L. 205	Ockerblad
—114	2 to 5	Tu., Th., 1 to 4	V. L. 201	Masters
			V. L. 205	Ockerblad
		M., S., 8 to 11	V. L. 8	Watson
		L., Tu., Th., at 9	V. L. 102	Morrey
		Lab., M., W., 1 to 4	V. L. 201	Morrey

BIBLIOGRAPHY

105—105	2	M., W., at 4	L. 107	Reeder
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BOTANY

133—134	3 to 5	To be arranged.	B. Z.	All Instructors
155—	3	To be arranged.	B. Z.	Waller

CIVIL ENGINEERING

—106	3	M., W., F., at 2	Br. 207	Eno
		M., W., F., at 10	Br. 207	Eno
109—	3	M., W., F., at 8	Br. 207	Eno
		Tu., Th., S., at 8	Br. 207	Eno
115—	3	Tu., W., Th., at 10	Br. 109	Sherman
—116	3	M., Th., F., at 11	Br. 1	Sherman
—117	3	M., W., F., at 8	Br. 207	Eno
		M., W., F., at 9	Br. 207	
139—	3	M., W., F., at 9	Br. 207	Eno
—140	3	Tu., 1 to 5; Th., 1 to 4	Br. 1	Eno

ECONOMICS AND SOCIOLOGY

101—102	3	M., W., F., at 8	P. 206	Hayes and Instructors
		M., W., F., at 8		
		M., W., F., at 8	H. E. 321	

<i>Course No.</i>	<i>Hours</i>	<i>Time</i>	<i>Room</i>	<i>Instructor</i>
		Tu., Th., S., at 8		
		Tu., Th., S., at 8	P. 206	
		M., W., F., at 9		
		M., W., F., at 9	P. 9	
		M., W., F., at 9	H. E. 321	
		Tu., Th., S., at 9		
		Tu., Th., S., at 9	P. 206	
		M., W., F., at 10		
		M., W., F., at 10	P. 13	
		M., W., F., at 10		
		Tu., Th., S., at 10		
		Tu., Th., S., at 10	P. 206	
		M., W., F., at 11	P. 207	
		M., W., F., at 11	P. 206	
		M., W., F., at 11	P. 9	
		Tu., Th., S., at 11	P. 13	
		Tu., Th., S., at 11	P. 6	
		M., W., F., at 12	P. 206	
		M., W., F., at 12	P. 7	
		M., W., F., at 1	P. 206	
		M., W., F., at 1		
		M., W., F., at 2	P.	
		M., W., F., at 2	P. 206	
		M., W., F., at 3		
		M., W., F., at 3	P. 13	
		M., W., F., at 4	P. 9	
101—	3	M., W., F., at 4	P. 206	
		(For Engineers)		
102—101	3	M., W., F., at 8	P. 13	
		Tu., Th., S., at 8	P. 13	
		M., W., F., at 11	Ph. 302	
		Tu., Th., S., at 11	Ph. 303	
		M., W., F., at 12	P. 13	
		M., W., F., at 1	Ha. 101	
		M., W., F., at 3	P. 206	
103—	2	Tu., Th., at 3	P. 6	Blanchard
—104	2	Tu., Th., at 9	P. 6	Huntington
105—	2	Tu., Th., at 8	P. 207	Ruggles
—106	2	Tu., Th., at 8	P. 6	Eckelberry,
				Walradt
107—108	3	Tu., Th., S., at 9	H. F. 206	Fisher
109—	3	M., W., F., at 8	P. 208	
—110	2	Tu., Th., at 10	P. 208	Weidler
111—	2	Tu., Th., at 3	P. 206	Hayes
113—113	3	Tu., Th., S., at 10	H. F. 206	Fisher
114—114	2	Tu., Th., at 1	P. 206	Sembower
—116	2	Tu., Th., at 2	P. 206	
119—120	3	M., W., F., at 2	P. 7	Mark
121—	2	Tu., Th., at 9	P. 6	Huntington

THE OHIO STATE UNIVERSITY

<i>Course No.</i>	<i>Hours</i>	<i>Time</i>	<i>Room</i>	<i>Instructor</i>
122—	3	M., W., F., at 9	P. 7	Huntington
—123	3	M., W., F., at 1	P. 109	Huntington
—124	2	Tu., Th., at 3	P. 207	Hayes
127—128	2	Tu., Th., at 9	P. 207	Dice
		Tu., Th., at 1	P. 12	Dice
129—	2	Tu., Th., at 8	P. 208	Wall
—130	3	M., W., F., at 10	H. F. 108	Fisher
132—132	3	M., W., F., at 8	P. 12	Huntington,
		Tu., Th., S., at 8	P. 12	Blanchard
		M., W., F., at 9	P. 12	
		Tu., Th., S at 9	P. 12	
		M., W., F., at 10	P. 12	
		Tu., Th., S., at 10	P. 12	
		M., Th., F., at 11	P. 12	
		M., W., F., at 1	P. 12	
		M., W., F., at 1	P. 13	
		M., W., F., at 2	P. 13	
—133	3	M., W., F., at 9	P. 13	Huntington,
		M., W., F., at 2	P. 12	Blanchard
135—136	3	M., W., F., at 1	P. 207	Hammond
139—140	3	L., Tu., Th., at 8	P. 9	Eckelberry and
		Tu., Th., at 9	P. 9	Assistants
		Tu., Th., at 9	P. 13	
		Tu., Th., at 10	P. 9	
		Tu., Th., at 10	P. 13	
		Tu., Th., at 11	P. 9	
		Tu., Th., at 1	P. 9	
		Tu., Th., at 1	P. 13	
		Tu., Th., at 2	P. 9	
		Tu., Th., at 3	P. 9	
		Lab., M., 8 to 10	P. 11	
		M., 1 to 3	P. 11	
		M., 3 to 5	P. 11	
		Tu., 10 to 12	P. 11	
		Tu., 1 to 3	P. 11	
		W., 8 to 10	P. 11	
		Th., 10 to 12	P. 11	
		F., 8 to 10	P. 11	
		S., 8 to 10	P. 11	
		S., 10 to 12	P. 11	
140—139	3	L., Tu., Th., at 8	P. 109	
		Tu., Th., at 9	P. 109	
		Tu., Th., at 10	P. 109	
		Tu., Th., at 11	P. 109	
		Tu., Th., at 3	P. 109	
		Lab., Tu., 8 to 10	P. 11	
		Tu., 3 to 5	P. 11	
		W., 1 to 3	P. 11	
		W., 3 to 5	P. 11	
		Th., 8 to 10	P. 11	

<i>Course No.</i>	<i>Hours</i>	<i>Time</i>	<i>Room</i>	<i>Instructor</i>
141-144	2	Tu., Th., at 10	P. 207	Walradt
		Tu., Th., 2	P. 207	
147-148	2	Tu., Th., at 1	P. 208	Walradt
149-150	3	M., W., F., at 9	P. 207	Pike
		M., W., F., at 10	P. 207	
		M., W., F., at 12	P. 207	
150-149	3	M., W., F., at 8	P. 207	
153-154	3	M., W., F., at 8	P. 6	Dice
		M., W., F., at 11	P. 6	
157-158	2	Tu., Th., at 9	P. 208	Weidler
159-	3	M., W., F., at 1	P. 6	Huntington
161-162	3	M., W., F., at 11	P. 109	Weidler
163-	3	M., W., F., at 9	P. 109	Ruggles
163-163	3	M., W., F., at 10	P. 109	Hoagland
		M., W., F., at 2	P. 109	Ruggles
165-166	3	M., W., F., at 3	P. 106	Hammond
167-167	3	M., W., F., at 8	P. 9	Hoagland
		M., W., F., at 2	P. 106	Hoagland
-168	3	M., W., F., at 9	P. 6	Hoagland
-172	3	M., W., F., at 8	Ph. 304	Eckelberry
		M., W., F., at 2	P. 9	Eckelberry
174-	3	M., W., F., at 8	P. 109	Eckelberry
-175	3	M., W., F., at 3	P. 109	Sembower
-176	3	M., W., F., at 11	P. 7	Hoagland
177-178	3	L., Tu., Th., at 11	P. 7	Mark
		Lab., M., 1 to 3		
		W., 1 to 3		
		S., 8 to 10		
		S., 10 to 12		
181-182	3	M., W., F., at 10	P. 9	Walradt
-183	3	M., W., F., at 9	P. 109	Huntington
-184	3	M., W., F., at 9	P. 7	Weidler
185-186	3	M., W., F., at 10	P. 206	
		M., W., F., at 2	P. 207	
187-	3	M., W., F., at 9	P. 6	Hoagland
-188	2	Tu., Th., at 8	P. 207	Hoagland
189-	2	Tu., Th., at 10	P. 208	Huntington
-190	2	Tu., Th., at 8	P. 208	Wall
191-192	3	M., W., F., at 9	P. 206	Eckelberry
191-	3	M., W., F., at 3	P. 12	Eckelberry
193-194	4	M., F., 10 to 12	P. 11	
201-202	2	Th., 4 to 6	P. 208	Hammond
207-208	2	Th., 4 to 6	L. 305	
209-210	1 to 3	To be arranged		Hammond
211-212	1 to 3	To be arranged		Hoagland
213-214	1 to 3	To be arranged		Dice
217-218	1 to 3	To be arranged		Hayes

<i>Course No.</i>	<i>Hours</i>	<i>Time</i>	<i>Room</i>	<i>Instructor</i>
219-220	3	To be arranged		
221-222	2	To be arranged		Held

SOCIOLOGY

101-102	3	M., W., F., at 8	P. 7	All Instructors
		M., W., F., at 8	Ph. 303	
		M., W., F., at 8		
		Tu., Th., S., at 8	P. 7	
		M., W., F., at 9		
		M., W., F., at 9	Ph. 303	
		Tu., Th., S., at 9	P. 7	
		M., W., F., at 10	P. 7	
		M., W., F., at 10		
		Tu., Th., S., at 10	P. 7	
		M., W., F., at 11		
		M., W., F., at 11		
		M., W., F., at 1	P. 7	
		M., W., F., at 1		
		M., W., F., at 2		
		M., W., F., at 3	P. 7	
		M., W., F., at 3		
102-101	3	M., W., F., at 10	P. 6	
		M., W., F., at 10		
		M., W., F., at 2	P. 6	
		M., W., F., at 2		
104-	3	M., W., F., at 3	P. 6	Clarke
107-	3	M., W., F., at 2	P. 9	Lumley
-108	1	Tu., at 8	Arch. M.	Mills
109-	4	M., W., F., at 8	"	North
		Lab., S., 9 to 12		
111-	3	M., W., F., at 9	P. 13	
-112	4	M., W., F., at 8	P. 208	North
		Lab., S., 9 to 12		
115-116	8	To be arranged		
117-118	2	Tu., 4 to 6		
123-124	3	M., W., F., at 3	P. 209	Clarke
125-126	3	M., W., F., at 1	P. 207	Lumley
127-128	3	M., W., F., at 1	P. 208	Hagerty
-130	3	M., W., F., at 2	P. 208	
		M., W., F., at 4	P. 7	North
131-132	3	M., W., F., at 9	P. 208	Hagerty
133-	3	M., W., F., at 3	P. 208	
-134	3	M., W., F., at 3	P. 6	Clarke
135-136	3	Tu., Th., at 1	P. 7	Mark
		Lab., Tu., 2 to 4; Th., 2 to 4		
137--	3	M., W., F., at 1	P. 9	Clarke
-138	3	To be arranged		
-140	2	Tu., Th., at 4	P. 7	Mark
141-142	3	M., W., F., at 2		Clarke

<i>Course No.</i>	<i>Hours</i>	<i>Time</i>	<i>Room</i>	<i>Instructor</i>
145—	3	M., W., F., at 10		North
—148	3	M., W., F., at 3	P. 12	
149—150	2	Tu., Th., at 11	P. 208	
201—202	2	To be arranged		
207—208	2	To be arranged		
209—210	4	To be arranged		All Instructors
215—216		To be arranged		Mark

ELECTRICAL ENGINEERING

117—	2	M., F., at 9	R. L. 271	Caldwell
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ENGINEERING DRAWING

101—	2	M., W., 8 to 10	Br.	All Instructors
		M., Tu., 10 to 12	Br.	
		M., W., 1 to 3	Br.	
		M., W., 3 to 5	Br.	
		Tu., Th., 8 to 10	Br.	
		Tu., Th., 1 to 3	Br.	
		Tu., Th., 3 to 5	Br.	
		F., S., 8 to 10	Br.	
—102	3	L., Tu., at 10	Br. 200	All Instructo
		W., at 8	Br. 203	
		W., at 9	Br. 200	
		W., at 10	Br. 203, 200	
		F., at 1	Br. 203, 200	
		F., at 2	Br. 200, 1	
		F., at 3	Br. 203	
		Lab., M., W., 8 to 10	Br.	
		M., Tu., 10 to 12	Br.	
		M., W., 1 to 3	Br.	
		M., W., 3 to 5	Br.	
		Tu., Th., 8 to 10	Br.	
		Tu., Th., 1 to 3	Br.	
		Tu., Th., 3 to 5	Br.	
		F., S., 8 to 10	Br.	
145—	2	Tu., Th., 10 to 12	Br.	

ENGLISH

105—106	2	Tu., Th., at 10	Ph. 104	Beck
		M., W., at 2	Ph. 104	
107—108	2	Tu., Th., at 10	Ph. 204	Graves
127—128	8	Tu., Th., at 10	Ch. 200	McKnight
		M., W., at 2	P. 101	
133—133	3	M., W., F., at 10	Ph. 302	Taylor
		Tu., Th., S., at 10	Ph. 303	
		M., W., F., at 3	Ph. 302	Graves

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<i>Course No.</i>	<i>Hours</i>	<i>Time</i>	<i>Room</i>	<i>Instructor</i>
141—142	3	M., W., F., at 9	Ph. 102	Taylor
		Tu., Th., S., at 9	Ph. 102	
		M., W., F., at 10	Ph. 104	
		M., W., F., at 1	Ph. 102	
		M., W., F., at 3	Ph. 102	
145—146	3	M., W., F., at 8	Ph. 204	Percival
		Tu., Th., S. at 8	Ph. 204	Percival
		M., W., F., at 10	Ph. 204	Raymund
		M., W., F., at 1	Ph. 204	Beck
		M., W., F., at 2	Ph. 302	McKnight
155—156	3	M., W., F., at 2	Ph. 204	Graves
—158	3	M., W., F., at 9	Ph. 204	Taylor
167—168	3	M., W., F., at 10	Ph. 102	Graves
169—170	2	Tu., Th., at 3	Ph. 302	Denney
				Andrews

EUROPEAN HISTORY

101—102	3	M., W., F., at 8	U. 301	All Instructors
		M., W., F., at 8	U. 302	
		M., W., F., at 9	U. 301	
		Tu., Th., S., at 9	U. 302	
		M., W., F., at 10	U. 301	
		Tu., Th., S., at 10	U. 302	
		M., W., F., at 1	U. 301	
		M., W., F., at 1	U. 302	
		M., W., F., at 2	U. 301	
		M., W., F., at 3	U. 301	
102—101	3	M., W., F., at 10	U. 302	
		M., W., F., at 1	U. 303	
123—124	3	M., W., F., at 2	U. 302	Noyes

GEOLOGY

167—	3	M., W., F., at 8	O. 105	Bownocker
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GERMAN

131—132	2	Tu., Th., at 9	U. 319	Evans
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HORTICULTURE

164—	3	W., at 11	H. F. 201	Elwood
		Lab., M., W., 1 to 4		
173—	3	Tu., at 9	H. F. 201	Elwood
		Lab., to be arranged		
—174	3	Tu., at 1	H. F. 201	Elwood
		Lab., to be arranged		

JOURNALISM

<i>Course No.</i>	<i>Hours</i>	<i>Time</i>	<i>Room</i>	<i>Instructor</i>
101-102	3	M., W., at 9	S. 208	Myers
		M., W., at 1	S. 208	Myers
		Lab., to be arranged		
102-101	3	Tu., Th., at 9	S. 201	Myers
103-104	3	M., W., F., at 8	S. 208	Hooper
105-106	3	Tu., Th., at 11	S. 208	Myers
		Lab., to be arranged		
107-108	3	M., W., F., at 10	S. 208	Hooper
109-110	2	Tu., at 10 Lab., to be arranged	S. 208	Myers
113-	2	Tu., Th., at 8	S. 208	Myers
115-116	2	Tu., Th., at 9	S. 208	Hooper
-119	2	Tu., Th., at 8	S. 208	Myers

LAW

Agency	2	Tu., Th., at 9	P.	Adams
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MATHEMATICS

129-130	3	M., W., F., at 8	U. 313	Rietz
		M., W., F., at 1	U. 313	Rietz
135-	3	M., W., F., at 2	Lo. 107	Morris
-181	3	M., W., F., at 2		
183-184	2	M., F., at 11	U. 320	Morris
187-	3	M., W., F., at 3		
-190	2	M., W., at 2		

MILITARY SCIENCE AND TACTICS

125-126	2	M., 3 to 5	Barracks	
		Tu., 8 to 10		
		Th., 8 to 10		
127-128	2	M., 3 to 5	Barracks	
		Th., 8 to 10		
135-136	2	Tu., W., F., at 11	Barracks	
137-138	2	M., W., F., at 4	Barracks	

PHILOSOPHY

101-104	3	M., W., F., at 9	U. 321	Leighton
101-102	3	Tu., Th., S., at 10	U. 321	Williams
		M., W., F., at 10	Li. 307	Avey
		M., W., F., at 2	U. 202	Chandler
102-101	3	M., W., F., at 8	U. 321	Avey
-101	3	M., W., F., at 1	U. 321	Chandler
105-	3	M., W., F., at 8	Li. 307	Williams
		M., W., F., at 1	Li. 307	Chandler

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<i>Course No.</i>	<i>Hours</i>	<i>Time</i>	<i>Room</i>	<i>Instructor</i>
—106	3	M., W., F., at 8	Li. 307	Williams
		M., W., F., at 1	Li. 307	Leighton
107—108	3	M., W., F., at 2	U. 321	Avey
111—112	2	To be arranged		Williams

POLITICAL SCIENCE

101—102	3	M., W., F., at 8	Ha. 207	Coker
		M., W., F., at 9	Ha. 205	Coker
		M., W., F., at 9	Ha. 207	Spencer
		M., W., F., at 10	Ha. 207	Spencer
		M., W., F., at 3	Ha. 207	Coker
		Tu., Th., S., at 9	Ha. 207	Shepard
		Tu., Th., S., at 10	Ha. 207	Shepard
106—	3	M., W., F., at 10	Ha. 215	Shepard
113—114	3	Tu., W., Th., at 3	Ha. 215	Spencer
117—118	2	To be arranged		Coker
125—126	3	M., W., F., at 8	Ha. 205	Spencer
—130	3	M., W., F., at 10	Ha. 215	Shepard
131—132	3	M., W., F., at 2	Ha. 207	Coker
151—152	2	Tu., Th., at 11	Ha. 215	Shepard
201—202	2	To be arranged		Spencer, Coker

PSYCHOLOGY

101—102	3	M., W., F., at 8	U. 401	All Instructors
		M., W., F., at 8	U. 400	
		Tu., Th., S., at 8	U. 400	
		M., W., F., at 9	U. 412	
		M., W., F., at 9	U. 401	
		M., W., F., at 9	U. 406	
		Tu., Th., S., at 9	U. 400	
		M., W., F., at 10 (Edu.)	U. 400	
		M., W., F., at 10	U. 401	
		M., W., F., at 10	U. 412	
		M., W., F., at 10	U. 406	
		Tu., Th., S., at 10 (Pre-Med.)	U. 400	
		M., W., F., at 11 (Pre-Med.)	U. 400	
		M., W., F., at 12	U. 400	
		M., W., F., at 1	U. 400	
		M., W., F., at 1	U. 412	
		M., W., F., at 1	U. 401	
		M., W., F., at 2	U. 401	
		M., W., F., at 2 (Pre-Med.)	U. 400	
		M., W., F., at 2	U. 412	
		M., W., F., at 3	U. 400	
		M., W., F., at 3	U. 401	
		M., W., F., at 4 (Edu.)	U. 401	
102—101	3	M., W., F., at 9	U. 400	

<i>Course No.</i>	<i>Hours</i>	<i>Time</i>	<i>Room</i>	<i>Instructor</i>
		M., W., F., at 9	U.	
		M., W., F., at 3	U. 412	
		M., W., F., at 3	U. 406	
—114	2	Tu., Th., at 10	U. 412	Burt
121—122	4	M., W., F., at 10; S., 9 to 11	U.	Bridges,
125—	3	M., W., F., at 10	U.	Arps, Esper
—127	2	M., F., at 11	U. 400	Burt
128—128	2	M., F., at 11	U. 406	Crane
131—132	2	Tu., Th., 3 to 5	U.	Crane
135—136	2	M., W., 2 to 4	U.	Burt
151—152	2	Tu., Th., at 2	U. 406	Crane

PUBLIC HEALTH AND SANITATION

101—	2	W., F., at 8	Park St.	McC Campbell
121—	2	Tu., Th., at 10	Bio. 200	Hayhurst
—121	2	Tu., Th., at 11	Bio. 200	Hayhurst
—122	2	Tu., Th., at 10	Bio. 200	Hayhurst
207—	2	To be arranged	Park St.	
211—212	3	To be arranged	Park St.	VanBuskirk

PUBLIC SPEAKING

101—102	2	Tu., Th., at 8	Ph. 304	Ketcham
		Tu., Th., at 8	Ph. 302	Wiley
		Tu., Th., at 10	Ph. 304	Ketcham
		Tu., Th., at 10	Ph. 302	Wiley
		M., W., at 1	Ph. 304	Wiley
		Tu., Th., at 1	Ph. 304	Ketcham
		Tu., Th., at 1	Ph. 302	Wiley
		Tu., Th., at 2	Ph. 302	Wiley
101—	2	Tu., Th., at 9	Ph. 302	Wiley
107—108	3	M., at 3; W., 3 to 5	Ph. 304	Ketcham
—114	2	M., W., at 10	Ph. 304	Wiley

ROMANCE LANGUAGES**SPANISH**

109—110	2	Tu., Th., at 3	Ha. 207	Gutierrez
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ZOOLOGY AND ENTOMOLOGY

115—	8	M., W., F., at 10	B. Z. 109	Barrows
		M., W., F., at 3	B. Z. 100	Barrows
—115	3	M., W., F., at 10	B. Z. 100	Barrows

